



# Management Committee Member Induction Policy

## 1. Purpose and Scope

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### 1.1 Purpose

This policy provides an overview of the induction process that the South Perth Learning Centre Inc (**Centre**) Management Committee will follow on the appointment of new Management Committee members.

### 1.2 Scope

All new Management Committee members of the Centre will receive a thorough orientation of the Centre. The orientation will cover an overview of the operations and governance of the Centre as well as role, expectations and responsibilities as a Management Committee Member.

The Induction acts as a practical way of ensuring new Management Committee members are welcomed, understand and are confident fulfilling their role, and are able to contribute positively during their term on the Management Committee.

The Induction process is usually undertaken by the Chair and coordinator, another Management Committee member before the new Management Committee member's first Management Committee meeting.

## 2. Related Documents

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The following documents either contain references to this policy or are referred to in this policy:

- Staff Induction and Orientation Policy
- Management Committee Orientation Package

## 3. Relevant Legislation

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As amended from time to time:

- South Perth Learning Centre Inc Constitution
- Associations Incorporation Act 2015
- Australian Charities and Not-for-profits Commission Act 2012



## Management Committee Member Induction Policy

### 4. Definitions

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**Management Committee** The group of people, called the Management Committee, who are responsible for the management of the affairs and governance of the Centre.

**Management Committee member** means a member of the Management Committee.

### 5. Policy

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#### 5.1 Expectations of the Management Committee Members

- All Management Committee members are expected to contribute to the functions of the Management Committee to the best of their ability.
- The Management Committee will conduct a full induction of all new Management Committee members, covering operations of the Management Committee and the centre. This includes the current priorities, issues, staff and financial position.

#### 5.2 Induction of New Committee Members

- New Management Committee members will be provided with the information and training necessary to enable them to perform their role effectively.
- This includes:
  - A Management Committee Orientation Package;
  - A formal induction before, or as part of, their first meeting consisting of:
    - An overview of their responsibilities and duties;
    - An overview of current priorities, issues and the plan of the Management Committee; and
    - Access to policy documents for Management Committee members, including the Centre Constitution.
    - A tour of the Centre.
    - An opportunity to meet staff and volunteers of the Centre; and
    - An initial meeting with the Chair and/or another Management Committee member to ask questions about the Centre governance and operations.



## Management Committee Member Induction Policy

### 6. Procedures

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#### 6.1 Initial Contact

- When the appointment of the new Management Committee member is confirmed, the Chair will prepare a written welcome the new Management Committee member.
- The coordinator / manager will organise a meeting between the new Management Committee member and the Chair.

Should the Chair be unavailable to meet another Management Committee member will meet the new Management Committee member

#### 6.2 Management Committee Orientation Package

- The coordinator / manager will send a copy of the Management Committee Orientation Package to the new Management Committee member before their meeting with the Chair.
- The Package is an introduction of the Centre Management Committee and acts as an ongoing reference for the new Management Committee member.

The Package contains:

- the Centre Constitution;
  - Position description of the Management Committee member's role;
  - Contact information of the Management Committee members and coordinator / manager;
  - Calendar of Management Committee meetings;
  - Eligibility requirements under the Associations Incorporation Act 2015, and a declaration to be signed that states that they meet these requirements and understand the penalties involved for providing false or misleading information;
  - Minutes of the last three Management Committee meetings;
  - A current year to date financial statement;
  - Current Strategic and Business Plans;
  - Service Agreements;
  - The most recent Annual Report and Audited Financial Reports (if relevant);
  - All Governance policies and procedures, including the Conflict of Interest Form,
  - Code of Conduct and Code of Confidentiality Agreement to be completed;
  - An overview of the centre's other policies and procedures, with instructions on how to access these documents;
  - Current program of the centre, including calendar of upcoming events; and
  - Links to the centre website, social media sites, and the most recent newsletters and member updates.
- Where possible, all or part of the Orientation Package will be supplied electronically.



## Management Committee Member Induction Policy

- The coordinator / manager will maintain the Orientation Package on behalf of the Management Committee.

### **6.3 Meeting with the New Committee Member**

- At the meeting with the new Management Committee member, the Chair and/or Management Committee member should allow sufficient time for the induction process.
- The Chair and/or Management Committee member should:
  - Discuss the roles and responsibilities of the Management Committee in general, and the expectations of the individual position including the Code of Conduct.
  - Provide an overview of the current priorities, issues and the plan of the Management Committee.
  - Receive signed copies of required documents such as the declaration from the new Management Committee member that states they are eligible to be a Management Committee member.
  - Provide details about the next Management Committee meeting, including time, date and location.
  - Address any questions that the new Management Committee member may have about the position.
- After the meeting, the Chair ask the coordinator / manager to make a record of the induction and store the signed documents.
- Should the new Management Committee member refuse to sign the documents and/or does not meet the eligibility requirements, they will not be appointed to the Management Committee.

### **6.4 Introduction of the New Committee Member**

- The Chair will introduce the new Management Committee member at their first Management Committee meeting.
- The new Management Committee member will be asked to introduce themselves and outline their experience in relation to their role on the Management Committee.
- The Chair may nominate a Management Committee member to act as a mentor to the new Management Committee member.
- The Chair may invite any retired Management Committee member/s to the meeting to transfer relevant skills and information.
- Within the first three months of their appointment, the new Management Committee member will be introduced to and have the opportunity to speak with the staff at the Centre.
- Within the first three months of their appointment, the new Management Committee member will have the opportunity to tour the Centre and speak with user groups.



## Management Committee Member Induction Policy

### 6.5 Recording and Reviewing the Induction Process

- The coordinator / manager will maintain a record of the Management Committee members who have undertaken induction, including the date of induction and the information provided.
- The Management Committee will review and update the induction process and the Orientation Package each year and otherwise, at times of significant and/or unanticipated change.
- The coordinator / manager will initiate the process for the annual review of the induction process by including it on the agenda of the meeting of the Management Committee.

### 6.6 Responsibilities

The Chair is responsible for conducting the induction process for the new Management Committee member. The Chair can delegate or share this responsibility with another Management Committee member.

The coordinator / manager will provide assistance to the Chair and the Management Committee to ensure the induction process is completed effectively.

## 7. Document History

Document name:			
Version number	Version date	Approved by	Description of changes
1.0	Date	Management Committee	Adopted
2.0	22 June 2021	Management Committee	Revised for relevancy and clarity.

## 8. Approval

<b>Name</b>	Clementine Kohler
<b>Position</b>	Management Committee, Chairperson
<b>Date</b>	22 June 2021



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