

## **Induction Checklist for Management Committee Members of MyOrganisationName**

First decide who is responsible for the induction of new management committee members. The ideal induction consists of a pack of useful information and a programme of meetings with key staff/volunteers and committee members and observation of some activities if appropriate.

### **About the organisation;**

- The constitution,
- The annual report,
- The accounts (and current budget)
- Recent minutes (from the last 3 meetings)
- List of dates of forthcoming meetings
- List of committee members (and contact details),
- List of volunteers and staff
- Examples of recent newsletters
- The plan (business plan/strategic plan) or an example of a recent well written grant application.
- Photos, leaflets, posters and anything else that will give you a flavour of the organisation.

### **About the role**

- A 'job' description (if your committee has one)
- Links to further reading (such as [www.governancepages.org.uk](http://www.governancepages.org.uk))
- Charity Commission information such as ['Welcome'](#)
- Sub committee remits if expected to sit on any sub committees.

### **Meetings**

Face-to-face meetings are best, but if time is limited a phone conversation is a reasonable alternative. Try to meet with some or all of the following:

- The chair
- A founding, or long serving committee member
- A relatively new committee member
- A knowledgeable volunteer
- Staff members (if you have any)
- Others – there may be individuals outside the organisation who have a useful perspective, such as grants officers or a local development worker.

### **Activities**

Observing activities first hand can also be a very helpful way of getting to know the organisation.

Remember to tell the new committee member the name of the person arranging their induction and give them a contact telephone number and email address.