# Committee Induction Pack

*It is expected that all new committee members will undergo an induction process. The induction will include relevant meetings but will also include providing the new member with access to all relevant documents. The below list is suggestive of the sorts of documents that may be included in the induction pack but should not be seen as required or exhaustive. These can be provided in hard or soft copy.*

**Committee Member Information Package**

* Constitution
* Information about the organisation, e.g.
  + Organisational chart
  + Contact details for fellow committee members and key staff/volunteers
  + Committee member CV’s
* Committee charter
* Committee charters and membership
* Strategic and business plan, including budgets
* Last 3 committee meeting minutes
* Current and recent (suggest last 3 years’) financial statements
* Overview of key stakeholders
* Key club policies (e.g. risk management, conflict of interest)
* Glossary of definitions of terms and acronyms
* Committee calendar (meetings/other functions)
* Annual Committee Planner

**To be provided to all Committee members**

* Letter of appointment
* Copy of insurance
* Expense reimbursement policy
* Social Media policy