



Induction Policy for New Committee Members

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COMMITTEE INDUCTION POLICY

1. Purpose

1.1 The purpose of this policy is to ensure that all committee members receive systematic and comprehensive induction training, information and support when they join the Management Committee, thus enabling them to make a full contribution to the work of the committee at the earliest opportunity.

2. Background

2.1 Committee members may join the committee as a result of election, appointment or co-option through recruitment. They will, as part of this process, have received some information on Calvay, its management committee and its governance prior to formally joining. They are unlikely however to be familiar with the detailed expectations associated with being a member of the Management Committee and may have some questions, uncertainties and apprehensions about the role they have to play.

2.2 New committee members may require time to fit in to the committee and learn its procedures. Additionally, individuals learn in different ways and at different speeds according to their previous experience and aptitudes. This policy ensures that induction is phased over a period of a year after first joining, after which time induction can be said to be complete.

3. Components

Induction will have the following components.

3.1. Initial meeting with Chairperson and Director.

On confirmation of their election/appointment/ co-option, new members will be invited to a meeting with the chairperson (with or without other office bearers) and the Director. This will supplement the meeting held prior to their formally joining. The prime purpose of this meeting will be to welcome the new member, introduce Calvay's governance arrangements, and briefly explain, the first part of the Code of Conduct and give details of any interests which could overlap with or conflict with (or be seen to overlap or conflict with) those of the Association; these will be recorded in the formal register. The new committee member will be offered the support of an experienced member as mentor at this point.

3.2 . Induction Process

The first part of the Induction pack will consist of those documents and information which are essentials to the exercise of the Committee members roles (see Appendix 1 for contents).

3.3. Welcome and introduction to the Committee

Upon attending their first meeting, the new member will be formally welcomed by the Chairperson and introduced to other committee members and the senior staff in attendance. After the end of this meeting, the chairperson will seek feedback from the new member and answer the immediate questions

3.4. Support and Mentoring

New Committee members will be offered the support of an experienced Committee Member to whom they may turn for advice or information during their first year as a member. The supporting member will have the responsibility of mentoring the new member, explaining terms and giving further information on aspects of the associations work. Meetings between the supporting member and new member will take place regularly, but primarily on an informal basis.

3.5. Review Meeting

After attendance at the first meeting (and typically within 6 months of first joining), the new Committee member will be invited to a second meeting with the Chairperson and the Director, and the supporting member if appropriate.

At this point, the new member will be invited to ask any questions on the information received to date, and will be presented with the second part of the induction pack (see Appendix 1).

3.6. Skills audit and Personal Development plan

At this meeting or shortly afterwards, the new member will be asked to supply further information on the knowledge, skills and other qualities they bring to Calvay's Committee. This will be in the form of a skills audit, based on the skills etc. required by the association. The results of this skills audit will be used to inform the preparation of a Personal Development Plan, setting out the training and development priorities for the following year. This will take the same form as the Personal Development Plans prepared for every Committee member as part of Calvay's Committee Member Development Plan, and will be reviewed on an annual basis.

3.7. Introductory Training

Within six months of the first joining the committee, the new member will be expected to undertake training on the Role and Responsibilities of being a Committee member. This may be a run in-house (if there are sufficient numbers), or in conjunction with other local associations, or by an external training agency.

3.8. Participation in Overall Development Programme.

At the same time, the new member will be invited to take part in the collective training programme drawn up for the Committee as a whole, designed to improve the overall effectiveness of the Committee. The new member will also be invited to participate in the Committee review and planning events which take place during the year.

3.9. Meetings with Staff

In order to better understand the work of the Association, meetings with senior staff will be organised in the office premises , giving the new member the chance to receive information and ask questions about the operation of each section or department, the view the office arrangements, and to be introduced to more junior member of staff.

4 Equalities

The Association will have regard to its responsibilities under the Equalities Act 2010 and it's equality and diversity policy when executing this policy and procedure.

5 Review

After a period of approximately one year on the Committee, a review will be conducted in which the Personal Development Plan will be reviewed and rolled forward for the next year, the support and mentoring arrangements (if appropriate) will be reviewed , and further questions answered. At this point, the induction programme can be drawn to close.

6 Policy Reviews

This policy shall be reviewed once every five years, or earlier as required as a result of legislative change or best practice.

APPENDIX 1

Induction Pack

Part 1

(To be presented and explained to the new member at the first meeting with the Chairperson/ Director, immediately after joining)

Committee Member role and responsibilities

Committee Member Code Of Conduct

Jargon Busters

Internal Management Plan

Annual Reports for Calvay

Standing Orders

Management Committee Remit

Sub-Committee Information

Meeting Cycle

Committee Contact Details

Staff Organisation Chart

Policy on Payments and Benefits

Policy on Gifts and Hospitality

Policy on Declarations of Interest

Policy on Committee Member Expenses (and forms)

Policy On Committee Member Training and Development

Part 2

(To be presented and explained at the review meeting with chairperson within 6 months of joining)

Rules

Policy on Equalities and Diversity

Policy on Health and Safety

Policy on Openness and Confidentiality

Policy on the use of Contractors

Policy on Whistle Blowing