



Introducing New Management Committee Members

All organisations, regardless of their size and purpose, should have an induction programme for new Committee members. New members will feel comfortable and confident in contributing if they are made to feel welcome, valued and well supported.

An effective introduction to your group/organisation will:

- Provide information and advice to enable a new member to understand the group/organisation and their role in it
- Identify skills the new member can offer? (e.g. work-related or life skills)
- Identify areas of the Committee's work that particularly interest them, and if they are interested in acquiring new skills which will be of specific relevance to the group

The new member should be provided with:

1. The group's governing document
2. Annual report and accounts
3. Business plan
4. Minutes of the previous three or four meetings
5. Management Committee member role description and the responsibilities of the Committee
6. Access to Policies and Procedures relevant to their role and the group
7. Details showing where the group's funding comes from
8. Information regarding the responsibilities of individual Committee members (Chair, Secretary, etc), particularly in relation to the lines of responsibility of paid staff and / or volunteers.
9. lists of staff roles and job descriptions (where applicable)
10. Information about how the group/organisation relates to other organisations and to the community.
11. Contact details of all members (but make sure you get their permission first)

This can be a process over time, rather than all done at once, through a combination of meetings, familiarisation with premises/facilities and written information. This should be followed by a review meeting two to three months later to discuss first impressions and items such as:

- any further explanation of the organisation's structure or activities
- any individual development needs (e.g. understanding the finances)
- discussing the specific skills and expertise of the new member and how these can best be used
- suggestions or ideas regarding how the Committee operates