



Help! How to induct new committee members – Information Sheet

Induction is one of the most practical ways of ensuring new Committee members understand their role, the workings of the City of Albany and their relationship with others in and outside the City.

The better your induction, the more effective new members will be.

An effective induction program will:

- Provide core information and advice to enable a new member to understand the City of Albany and their role; and
- Ensure that new members feel welcome, valued and part of the team.

Providing core information: The information that a Committee member needs at a minimum should be provided with:

- The Committee's governing document (Terms of Reference, Strategy, Corporate Plan);
- Minutes of previous three or four Committee meetings; and
- The code of conduct.

The City's Induction Checklist provides guidance on what to include in your induction program for new members.

Ensuring that new members feel welcome: New members will feel comfortable and confident in contributing if they are made to feel welcome, valued and well supported. It is important to consider how you will facilitate this within your Committee, rather than presuming that relationships will form and settle of their own accord. This is particularly important when introducing a new member who comes with a very different background or skill set to the current members.

Here are some ideas:

- Special informal meeting (coffee, lunch, afternoon tea) to follow election of new members;
- dedicating a significant section of their first meeting to introductions, rather than launching straight into business;
- New members are matched with an existing Committee member who is responsible for introductions, explanation of developments and providing any clarification or direction for the first year;
- Regular one-to-one support and supervision provided by Chairperson or Deputy-Chair to check how each Committee member is getting on and to address any concerns; and
- Scheduling training or development 'away days' for the whole Committee shortly after new members join (e.g. looking at strategic or operational planning).

How to provide induction: Induction may involve a combination of meetings, familiarisation with premises or facilities and written information. This can be a process over time rather than all done at once. The induction program may also include a review meeting two to three months after induction to discuss first impressions and items such as:

Ongoing Support: Don't forget that Committee members, just like any other volunteers, will operate most effectively if they are provided with regular support and supervision.

There are a range of ways to support and develop your Committee members which will help improve the overall effectiveness of your group.

For further training, development and support contact the Human Resources Team and/or the Governance & Risk Team.