

How to Induct New Committee Members Information Sheet

Induction is a crucial step in ensuring that new Committee members understand their role, the operations of the City of Albany, and their interactions with others both within and outside the organisation. A well-structured induction process sets the foundation for effective and confident participation.

Why Induction Matters

A strong induction program helps:

- Equip new members with the core knowledge and advice needed to understand their role and the City's workings.
- Foster a sense of belonging, value, and teamwork among new members.

Providing Core Information

Every new Committee member should be provided with key documents and resources, such as:

- **Governing documents:** The Committee's Terms of Reference, Strategy, and Corporate Plan.
- **Recent meeting records:** Minutes of the last three or four Committee meetings.
- **Code of Conduct:** To outline expected behaviour and ethical standards.

The City's Induction Checklist offers detailed guidance on what to include in the induction program.

Making New Members Feel Welcome

A welcoming environment helps new members feel comfortable, valued, and confident in contributing. Building relationships within the Committee should not be left to chance. Instead, deliberate efforts should be made to integrate new members, especially those from diverse backgrounds or with unique skill sets.

Suggestions to Create a Welcoming Environment

- **Informal Meetings:** Organise casual gatherings, such as coffee catch-ups or lunches, following the election of new members.
- **Introductions at the First Meeting:** Dedicate a significant portion of the first meeting to introductions before delving into business.
- **Mentorship:** Pair new members with experienced Committee members for guidance, development updates, and clarification during their first year.
- **Regular Check-Ins:** The Chairperson or Deputy Chair should hold one-on-one sessions with members to address concerns and provide support.
- **Team Development Days:** Plan training or strategic planning sessions shortly after new members join to promote collaboration and understanding.

Delivering the Induction Program

Induction should be a structured and phased process that includes:

- **Meetings:** Formal and informal sessions to introduce members to their role and responsibilities.
- **Familiarisation:** Guided tours of premises or facilities, as needed.
- **Written Resources:** Comprehensive documents for reference and understanding.

A review meeting two to three months after induction can help:

- Reflect on first impressions.
- Address questions or concerns.
- Reinforce understanding of roles and expectations.

Ongoing Support for Committee Members

Committee members, like all volunteers, perform best when provided with consistent support and supervision. Regular opportunities for development and feedback ensure a high-functioning group.

Ways to Support and Develop Members

- Offer ongoing training and professional development opportunities.
- Create a culture of open communication and feedback.
- Provide access to resources and guidance from the People & Culture and Governance & Risk teams.

For additional assistance with training, development, or support, contact:

- **People & Culture Team**
- **Governance & Risk Team**