Committee Induction Checklist for the (Organisation)

*Have you …*

* Involved all committee members (and staff, where applicable) in the induction of new members?
* Acted quickly to start the induction process, without overloading the new member with too much information?
* Allocated each new member a "mentor" to help guide them in their first few months on the committee?
* Given the new member a committee manual (constitution, minutes, budgets, policies, business plan) and invited them to ask questions?
* Introduced the new member to other members of the committee and staff (if applicable)?
* Organised a social function to allow the new board to meet informally?
* Drawn the new members' attention to their roles and responsibilities and answered any queries they may have? Reinforced expectations of standards/ code of conduct/Committee Charter
* Briefed the new member about what issues the board is dealing with now and will be looking at in coming months?
* Provided Contact List – Committee & members
* Provided Committee Calendar
* Provided List of Key Stakeholders
* Provided/ Explained - Committee Filing/Committee Portal Access
* Provided Acronyms/language
* Asked what additional information, if any, the new committee member requires?
* Asked if any training may be required
* Taken the new committee member on a tour of your facilities and programs?
* Asked the new committee member to comment on their induction process, and used the information to help improve the process for the future?