

Induction for Management Committees Policy

Principle

The aim of this Induction Policy and Procedure is to ensure that management committee members are fully aware of their roles and responsibilities on behalf of Rainbow Stop Playgroup.

Policy

It is important that new members of the management committee are given all the information they need about their roles and responsibilities, the financial position of the group, legal issues and the work of the group. At Rainbow Stop Playgroup it is the responsibility of outgoing members to ensure there is a period of handover and the induction process is completed.

Procedure

All members of the management committee will normally receive a Written Information Pack/Checklist. This will include the need to review the following areas:

- The aims and objectives of the group.
- A copy of the constitution/Memorandum and Articles of Association.
- A brief history of the group.
- The roles and responsibilities of individual committee members roles, eg chairperson, secretary.
- Annual audited accounts.
- Record of the names and contact details of committee members.
- List of staff names, contact details and job descriptions.
- Minutes of the last three committee meetings.
- Annual report.

At the first meeting of a new management committee:

- Previous and new members should be present as this gives everyone the opportunity to discuss roles and identify the responsibilities of each member of the team.
- Acknowledge what skills, knowledge and experience each individual can bring to the group.
- Identify any particular areas of the committee work which interests each member, eg staff support and supervision, fundraising.
- Clarify any current issues or problems impacting on the group.
- Discuss any pending funding applications.

The management committee should review progress and understanding of roles and responsibilities at each meeting, clarifying any issues which may arise.

See – Induction checklist for new management committee members