**Induction Checklist for New Committee Members**

The induction checklist will ensure that new members to the committee will feel supported and given the necessary information needed to perform their role. Where possible it would also be valuable for the new committee member to shadow the soon to be departing committee member who currently occupies the role to see first how the tasks that will be undertaken and meet any current points of contact.

There will be a number of people involved in the induction process but the responsibility of ensuring the induction is fully completed and signed off comes to the secretary of the club. The induction should commence upon starting the role and may take 1-3 months to complete.

**Make Sure:**

1. The incoming Committee member(s) has been contacted with details of the next meeting Tick Box [ ]
2. The incoming Committee member(s) has been provided with an induction pack including past minutes and the next agenda. [ ]
3. The incoming Committee member has been introduced to other COM members. [ ]

1. The incoming Committee member has met with the Treasurer for an overview of the financials and the budget [ ]
2. Contact details and a photo of the incoming Committee Member(s) have been taken and placed on the notice board / website to introduce to members [ ]
3. The incoming Committee member has a role description and this has been
discussed. [ ] 