INDUCTION OF COMMITTEE

POLICY NUMBER: NDIS GOV 2

INTENT

This policy seeks to ensure that new members of the Management Committee are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Management Committee from the time of their election.

DEFINITION

*An **induction** is a period of time when the person is introduced to the work of the Association and the role and responsibilities of a Member of a Committee of Management.*

POLICY STATEMENTS

- The effective operation of any organisation relies on its Management Committee. The effective operation of the Management Committee relies on all its members having an adequate command of the necessary information and expertise.
- New Management Committee members shall be provided with information and training necessary to enable them to contribute appropriately to the management and operations of the Management Committee.
- The Association will maintain Management Committee Induction materials as well as a Register of Qualifications and Skills of the members of the Management Committee
- An induction will be provided to all new Committee members.

PROCEDURES

- As soon as possible, after the appointment of Management Committee members at the Annual General Meeting or the Management Committee has confirmed the appointment of a new member to the Management Committee, an induction with the new Committee Member will be completed.
- A nominated Management Committee member shall meet with the new member to provide an induction and provide a copy of the Management Committee materials. This induction will serve as an initial introduction to the work of the Association as well as being an ongoing reference tool.
- The Induction materials will contain in hard copy:

  - The Constitution of the Service.
  - Role and Responsibilities of a Management Committee Member.
  - Management Committee Meeting Protocols and Procedures.
  - A copy of the current Strategic Plan.
  - The History of Real Living Options document.
  - The Management Committee Reference document with links to relevant legislation and documentation.
  - A copy of the Organisational Line of Delegation.
  - A list of current Management Committee members and their contact details.
  - A list of contact details for the Management Team at Real Living Options.
  - A copy of the Service's calendar of meeting dates.
  - Induction feedback form.
- Policies and other material will be available on the website and should include access to the following:
  - History of Real Living Options Association Inc.
  - Information which supports the Service Principles of the Association.
  - Electronic copies of all Policies and Procedures.
- The new member will be introduced to other members of the Management Committee and relevant staff as soon as possible or at the next monthly Management Committee Meeting.
- A mentor "buddy" to the new member will be appointed as soon as possible following their appointment.
- The name of the new Management Committee member will be included on the mail out list for minutes for the subsequent meetings.

DELEGATIONS

Management Committee

- Appoint Committee member to conduct induction.

President

- Introduce new member to the Management Committee.
- Ensure the appointment of a mentor at the next or appropriate Management Committee meeting.
- Inclusion of new Committee member on Committee mail out list and email contacts.

- Ensure all relevant information is provided to the Administration Officer for inclusion in the Management Committee Register.

The Nominated Committee Member Conducting the Induction Shall:

- Draw the new member's attention to the Role and Responsibilities of the Management Committee in general, and the roles and responsibilities they will be expected to undertake as an individual.
- Ensure the Code of Conduct for Management Committee is signed.
- Ensure an NDIS Worker (Criminal History) Screening Application has been completed.
- Request the new Committee member to read the Induction materials and be informed about the Service, its Service Principles, Constitution and Strategic Plan.
- Request that the Code of Ethics and Conflict of Interest Policies are read.
- Discuss any concerns they may have.
- Provide any further information relevant to the work of the Association.
- Discuss any training requirements.

RELATED DOCUMENTATION

Role and Responsibilities of the Management Committee.
All Governance Policies.
Code of Conduct for Management Committee Members.
Confidentiality Agreement for Management Committee Members.
The Constitution of Real Living Options Association Inc.
Management Committee Meetings - Protocols and Procedures.
A History of Real Living Options Association Inc.
The Management Committee Reference document with links to relevant legislation and documentation.
Organisational Line of Delegation.
Induction Feedback Form.

REFERENCES

Associations Incorporation Act 1981.
Association Incorporation Regulation 1999.
Queensland Disability Services Act 2006.

Queensland Disability Services Regulations 2006.

NDIS Practice Standards and Quality Indicators.

AMENDMENTS/REVIEWS

Amended 09/08/2012.

Amended 02/10/2014.

Amended 28/06/2018.

Amended 04/06/2020.

Amended 01/06/2023.

Amended 14/05/2026.