



Healesville Community Renewable Energy Inc Management04 – Central Committee Induction

Policy Id	Management04	Version	1.0
Policy Type	Management	Subject	Central Committee Induction
Approved	August 2020	Scheduled review	August 2023

1 Introduction

The effective operation of any organisation relies on its controlling committee, and the effective operation of the controlling committee relies on all its members having full access to the available information. Healesville CoRE recognises the importance of providing each member of its management body with an understanding of the company's goals and objectives, along with their role and delivery responsibilities.

An induction process to Healesville CoRE Central Committee allows new committee members to be properly informed, supported and welcomed from the time of their appointment. This will also help to ensure that the new member can more easily grasp the processes, procedures and aims of the organisation.

2 Purpose

This policy seeks to ensure that new members of the Central Committee are provided with the information and training necessary to enable them to contribute appropriately to the operations of the Central Committee.

3 Policy

The Central Committee will nominate a Mentor to assist the new committee member in the familiarisation of the organization, its facilities and operations. The Mentor should be available to answer questions the new member has outside of Central Committee meetings and act as a sounding board for ideas or issues the new member may want to test before bringing up in a full meeting.

As soon as possible after the new member has been appointed, the IT Manager, or nominated member, will confirm or create the email address and shared drive accesses for the role of the new member.

All Central Committee members will be involved in the induction process so that the Central Committee gets to know the new committee member and the new member gets to know the rest of the Central Committee.

The Central Committee will provide new committee members with the information and training necessary to enable them to contribute appropriately to the operations of the Central Committee, including:

- the key objectives and goals of Healesville CoRE;
- background information on the performance of the organisation;
- an understanding of the organisation's financial circumstance;
- an understanding of what is expected of the new member in their role;
- easy access to Healesville CoRE constitution, governance policies, strategic plan and any other key governance documents;
- minutes from previous Central Committee meetings.

The Induction Process will include the seven steps as described below in section 4.

4 Induction Process

4.1 Step One - Initial contact

As soon as possible after a new Central Committee member has been appointed, the President will make contact with the new member to confirm the appointment and welcome the person on behalf of the Healesville CoRE Central Committee.

The President will confirm the role of the new Central Committee member, advise the new member who their mentor is and that the mentor will contact them again soon with information about the induction process.

4.2 Step Two - Healesville CoRE Information

The Mentor will contact the new committee member and pass on the member's healesvillecore.org.au email address, and password. The Mentor will explain to the new committee member how the G-Suite data repository is designed and refer to the Records Management and G-Suite Framework policies.

The Mentor will refer to the Central Committee, Subcommittees and Responsibility Matrix policies so that the new committee member has an initial introduction to the Central Committee. The Central Committee policy lists the responsibilities of Central Committee members and support roles.

The Mentor will give to the new member the G-Suite drive address for the following documents. These documents serve as an initial introduction to the organisation as well as an ongoing reference. They include:

- Healesville CoRE Constitution (Association Rules);
- Strategy 2018-2021 (which documents Our Values, Our Vision, Our Mission);
- Policy Index and all of Healesville CoRE policies;
- Healesville CoRE current Annual Plan (which includes a list of current projects);
- Previous Central Committee meeting minutes (which include financial information);
- Meeting schedule and Event Calendar;
- Most recent AGM Annual Report;
- Central Committee Code of Conduct.

The Mentor will give the names and contact information about the Central Committee members to the new committee member.

4.3 Step Three - Introductions

The Mentor shall introduce the new member to other members of the Central Committee as soon as possible after the appointment, by sending a group email to them and copying the new member. This serves as the first onboarding activity to include the new Central Committee member to the team, who can jointly welcome the new member. The Central Committee is now prepared for personal introduction at the next Central Committee meeting.

There may be the opportunity to involve the new committee socially by organising an informal meeting in a coffee shop and allow Central Committee members the chance to get to know their colleague in a more informal setting. This could also be a non-structured Google Meet meeting that will provide the new member an introduction to how Healesville CoRE conducts video conference meetings, at the same time as laying the groundwork for amicable and productive Central Committee meetings.

4.4 Step Four - Roles and responsibilities

The Mentor shall draw the new member's attention to the roles and responsibilities of the Central Committee in general, and the roles and responsibilities they will be expected to undertake as an individual.

The Mentor will explain the process of decision making and discuss any questions or concerns that the new member may have.

4.5 Step Five - Briefing

The Mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Central Committee is dealing with at the moment or will be looking at in the future.

The new committee member may need time to digest the information and ask questions about any process or subject that The Central Committee is addressing. The new committee member may want to know more about Healesville CoRE's programs or about the not-for-profit sector as a whole or about their legal or ethical responsibilities.

4.6 Step Six - Reverse the learning

Healesville CoRE Central Committee should make the Induction Process a "two-way" process, ensuring that the Central Committee also gets to know the new member; find out about the new member's interests, strengths, skills and what they hope to gain from their contribution and experience. This will make for more constructive interaction and will be useful when it comes to allocating responsibilities and places on subcommittees.

4.7 Step Seven - Invite feedback

Once the new member has settled in, invite them to give some feedback on the induction process. Ask them which parts of the process were useful and which were not, what they needed more of, and what they needed less of.

Healesville CoRE will consider the comments for possible changes to the induction process

5 Related Documents

Governance04 - Records Management

Governance12 - G-Suite Framework

Management01 - Central Committee Structure

Management02 - Healesville CoRE Subcommittees

Management03 - RACI Matrix

Management04 - Management Code of Conduct