

# Induction for Committee Members

Joining a committee for the first time, can be a daunting experience.

There is so much to learn and understand, and usually a very little time to do it in.

To assist Committee members, the basic information that should be provided is:

- The original [purpose](#) of the organisation – its objects
- When it was founded and some [details of its history](#)
- A copy of the current [constitution](#)
- A copy of the [structure](#) of the organisation
- A brief explanation of the [legal form/structure](#) of the organisation
- A copy of the last [annual reports and accounts](#)
- A copy of the [budget](#) for the coming year
- A copy of relevant [policy documents](#)
- A list of the [names and contact details](#) of the other committee members.

Wherever possible, any induction should also include the opportunity for the new committee member to meet with the Chair before the first meeting. If the organisation employs a member of staff, it is usually helpful for them to be present, too.

Even a short chat can help re-assure and make the new member feel more comfortable in their new role.

It might also be helpful to nominate an existing committee member to act as 'buddy' to a new member for a short time. People often feel more comfortable asking questions on a one to one basis.

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