



## **Council Induction Policy**

### **Introduction**

Joining the board of a sporting organisation, the Council in the case of Croquet Victoria, for the first time can be an exciting and sometimes an overwhelming experience. A comprehensive introduction to the organisation and Council operations allows new members to be properly informed, supported and welcomed to the Council from the time of their appointment.

The President is usually responsible for the delivery of the induction process and the Council may also wish to nominate a mentor to assist the newly appointed director. Newly appointed directors will undertake the induction process as outlined below and will be supplied with the necessary information, training and support to contribute appropriately to the Croquet Victoria Council.

### **Council Induction Procedure**

#### **Initial Contact**

As soon as possible after the Council has confirmed the appointment of a new member the President shall:

- make contact with the new member,
- write a letter of congratulation and welcome,
- provide a director's Role Description and
- provide a copy of the Council Role Description and Council Code of Conduct

\* The Council Role Description and Council Code of Conduct should be contained in the Council Manual however it is recommended that these are brought to the new director's attention upon initial contact.

The president should advise the new Council member that they will be contacted soon to participate in the Council Induction Program.

#### **Council Manual**

The Secretary shall forward to the new member a copy of the Council Manual. The manual will serve as an initial introduction to the Council as well as an ongoing reference. It should include:

- current Council member profiles;
- relevant organisational documents such as the Croquet Victoria Constitution, By-laws, strategic plan, current year-to-date budget, relevant sponsorship and funding agreements and the most recent annual report;
- organisational chart and contact information for Council members and senior staff;
- meeting schedule and event calendar;
- Council Charter including information about the Council and Council members' roles and responsibilities;
- any necessary background information;

Give the new Council member sufficient time to review the documents and invite them to ask questions.

#### **Introductions**

The President shall introduce the new member to other members of the Council (and senior staff, if appropriate) as soon as possible after their appointment and seek to involve the member socially in Council activities.

The President shall nominate a member of the Council to act as mentor to the new member and arrange a time for the new Council member to meet the Administrator, if necessary.

### **Inclusion**

Involve all Council members in the induction process and ensure the Council gets to know the new Council member as well as the new Council member getting to know the rest of the Council.

### **Roles and Responsibilities**

The mentor should:

- draw the new Council members attention to the roles and responsibilities of the Council and the expectations of them as an individual
- explain the process of decision making;
- outline the Council performance and evaluation process;
- discuss any questions/concerns the new director may have.

### **Briefing**

The assigned mentor shall take the new member through the minutes of recent meetings (last 6 months) and brief them on the issues the Council is currently dealing with, or will be looking at in the future.

### **Tour**

The Administrator shall invite the new Council member to take a tour of the Victorian Croquet Centre and introduce them to staff.

### **Feedback**

Once the new Council member has settled in they should provide feedback on the induction process to the Secretary so that the process can be improved in the future.

## **Authorisation**



Honorary Secretary  
17<sup>th</sup> June 2014