



Subscribers to *THE COMMITTEE ROOM* are permitted to use this checklist for their own [non-commercial](#) use.

Moving People In (Episode 7)

Induction Checklist

The induction Manual is important, but more important is to make new Committee members feel welcome and prepared to contribute from their first meeting.

In addition to the Induction Manual, you should arrange:

- A series of informal, one-on-one meetings with the President, office bearers and Portfolio leaders as appropriate.
- An informal meeting or introduction to staff if you have them.
- Designate the first Committee meeting after elections as an induction meeting.
- Get through routine business quickly, then spend time discussing your values, strategic priorities, Committee Job Description and Code of Conduct.
- Follow up with an informal dinner or drinks.

New members who feel properly welcomed, stay longer and contribute more!