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## Moving People In (Episode 7)

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### Induction Manual Contents

Document / Item	Note	✓
Welcome letter from the President	Personal, warm, sets the tone — not a form letter	<input type="checkbox"/>
Constitution (or Rules)	The founding document. Essential.	<input type="checkbox"/>
Strategic Plan	Current version. New members should understand where the organisation is headed.	<input type="checkbox"/>
Operational or Action Plan	Current year's activities and priorities.	<input type="checkbox"/>
Committee Job Description	The collective job description for the Committee this year.	<input type="checkbox"/>
Individual job description for their role	Office bearer role or general member JD as applicable.	<input type="checkbox"/>
Code of Conduct	For signing and returning.	<input type="checkbox"/>
Current governance policies	Conflict of interest, delegations, expenses and any other Committee-level policies.	<input type="checkbox"/>
Minutes from the last three meetings	So they can see how the Committee operates in practice.	<input type="checkbox"/>
Most recent Annual Report and financial statements	Context for the organisation's performance and financial position.	<input type="checkbox"/>
Committee contact list and meeting schedule	Who everyone is and when meetings are held.	<input type="checkbox"/>
Compliance Calendar (relevant items)	Key dates for the Committee year ahead.	<input type="checkbox"/>