



# INDUCTION OF GOVERNING BODY

The Maryborough and District Committee On The Ageing Inc.

<b>Policy Number:</b> 1.2	<b>Date adopted:</b> January 2013	
<b>Authorised by:</b> The Maryborough and District Committee on the Ageing Inc Executive Committee		
<b>Date last reviewed:</b> January 2014	<b>Reviewed by:</b> Project Coordinator & Executive Committee	<b>Date of next review:</b> January 2017

<b>Policy context:</b> This policy relates to:	
Human Services Quality Framework	<b>Standard 1 Governance and Management</b> 2. The organisation ensures that members of the governing body possess and maintain the knowledge, skills and experience required to fulfil their roles.
Other standards	AS/NZS ISO 9001:2008
Legislation or other requirements	Associations Incorporations Act 1981

## 1. **Purpose:**

By providing new members of The Maryborough and District Committee on the Ageing Inc. with a comprehensive orientation and induction into their role as members of the governing body, we enable them to understand their responsibilities and duties. This assists them to settle into their role of how the organization operates and perform their duties and be a productive team member of the governing body.

## 2. **Scope:**

This policy applies to all new members of The Maryborough and District Committee on the Ageing Inc. Management Committee.

## 3. **Policy Statement:**

The Maryborough and District Committee on the Ageing Inc. is committed to providing effective and timely induction for all members of our management committee.

## **Specifically, we will:**

- Develop an induction checklist and manual for Management Committee members.
- All new management committee will complete their induction prior to the next Management Committee Meeting.
- The Project Coordinator will maintain a register of Management Committee Inductions, hard copy will be filed in The Maryborough and District Committee on the Ageing Office. A copy available upon request for new Committee members.

## 4. **Procedures:**

The following procedures describe how The Maryborough and District Committee on the Ageing Inc. achieves the aims and goals outlined in the above purpose, scope and policy statement.

#### **4.1 Management Committee Induction Manual will include:**

A checklist to be completed.

A copy of relevant organisation documents such as:-

Constitution	Client Service Charter	Organisation Chart
Quality Commitment Statement	Quality Mission and Vision Statement	Code of Conduct
Quality Objectives Statement	Conflict of Interest	

- The Induction Manual will be updated on a need be basis. i.e. updated policies etc.
- The Project Coordinator is responsible for ensuring the Induction Manual is kept up-to-date.

#### **4.2 Providing Induction programs:**

The executive team is responsible for all Management Committee induction. In the case whereby the executive positions all change a member of the Management Committee will undertake induction duty.

Upon election all new Management Committee member/s will attend induction before the next scheduled Management Committee Meeting. In the case whereby there are more than one, a suitable date and time for a group induction will be an executive member.

A Management Committee Member Induction Checklist has been adopted.

#### **4.3 Maintaining Induction records**

Management Committee Members induction records will be recorded in the Induction Register and hard copy filed in The Maryborough and District Committee on the Ageing Inc. Office:

##### **Induction Register:**

- The name of committee member
- Committee members position
- Date of signature of Committee Member Induction.
- The Project Coordinator is responsible for maintaining the Induction Register and filing hard held in The Maryborough and District Committee on the Ageing Inc. Office.

#### **4.3 Changes:**

##### **The Organisation must notify the Chief Executive, Department of Communities of:**

- Change of address
- Any significant changes in the organisation such as a change of principal officer bearers, contact persons, or key staff
- Matters in accordance with section 22 (Insurance and indemnity) of the Act relating to your approval as an Approved Service Provider Therefore, any changes in personal details should be provided to the Project Officer or the Secretary, so that they can take the necessary actions. Similar advice is also required under the *Incorporations Act*.

#### 4.4 Notifying Alleged Misconduct

- If you are aware of an allegation then The Maryborough and District Committee on the Ageing Inc. must report the allegation to a relevant authority such as the Queensland Police.
- The Maryborough and District Committee on the Ageing Inc. must notify the Chief Executive Officer of the Department of Communities:
- When you become aware of the allegation
- When you have reported an allegation to a relevant authority.

New Committee members will be made aware of these obligations during induction.

#### 5. Other related policies and procedures

Documents related to this policy	
Related policies	1.1 Code of Conduct 1.3 Conflict of Interest 1.4 Quality Statement of Mission, vision and objectives 1.5,6,7 Roles of Office Bearers
Forms or other organisational documents	Induction Checklist Conflict of Interest Register <u>Constitution</u> Induction Register Confidentiality Agreement

#### 6. Review processes:

Policy review frequency: Every three years	Responsibility for review: Seniors Project Coordinator
Review process: The Co-ordinator will review the policies in consultation with relevant volunteers.	
Documentation and communication: Decisions that require significant amendments (modified policy or new) will be reported to The Maryborough and District Committee on the Ageing Inc. Management Committee for consideration and ratification.	