



LIPHOOK AND AREA U3A – POLICY FOR INDUCTION OF NEW TRUSTEES – DOC G

Why is induction important?

All committee members including those who are co-opted or invited to join are automatically trustees. However, new members may be unaware of this and it is important that they understand their role and responsibilities.

Induction provides a measure of reassurance for new members giving them the key information that they need and signposting them to further sources of assistance. It ensures that they will be familiar with the guiding principles and policies of the u3a both nationally and locally.

The process

Individuals who express an interest in joining the committee/board of trustees will be invited to have an initial conversation with the Chair/Vice-Chair to establish how best they might contribute to the running of the u3a and to ensure that they have basic information about the committee's structure and operation.

The applicant will then be invited to attend the next available meeting of the Committee as a guest/observer.

Following that meeting, and subject to agreement on both sides, the applicant may be invited to join the committee ahead of ratification at the AGM. At this stage they will be presented with the formal induction pack.

Officers and members of the committee will subsequently provide any further support or information as required.

The contents of the induction pack will be reviewed for relevance on an annual basis.