

# Capricorn Citizen Advocacy

## INDUCTION OF MANAGEMENT COMMITTEE

<b>Policy number:</b>	<b>1.1.2</b>	<b>Approved by Management Committee:</b>	28 <sup>th</sup> February 2017
<b>Version:</b>	<b>2.0</b>	<b>Signed off by Executive:</b>	28 <sup>th</sup> February 2017
<b>Responsible person:</b>	<b>Secretary &amp; President</b>	<b>Scheduled Review Date:</b>	28 <sup>th</sup> February 2020

### Purpose

This policy explains the process and the purpose of inductions of new members of the Management Committee for Capricorn Citizen Advocacy.

### Policy

#### Scope of Induction

Capricorn Citizen Advocacy will carry out an induction for each new member of the Management Committee. It will encompass at least the following:

1. The roles of Management Committee members generally
2. The constitution of Capricorn Citizen Advocacy
3. The policies and procedures of Capricorn Citizen Advocacy highlighting the Code of Conduct
4. The key functional areas of Capricorn Citizen Advocacy staff, and
5. Related roles of Management Committee members.

#### Training Session

As necessary, after each Annual General Meeting, a Management Committee training session will be held to formally induct any new committee members by the following means:

1. Inform and discuss with new and existing members, the responsibilities held by members of the Management Committee of an Incorporated Association
2. Provide the following key documents to all new committee members and existing members as necessary;
  - a) Constitution of Capricorn Citizen Advocacy,
  - b) Policy and Procedures Manual

- c) Management Committee Roles and Responsibilities Handbook
  - d) Guide to Protégés Booklet
  - e) Standards of Citizen Advocacy Program Evaluation (CAPE)
  - f) Human Services Quality Standards
3. Any other current Capricorn Citizen Advocacy documents relevant to Management Committee members will be further explained by existing Management Committee members, and where relevant, by the Staff.
4. The duration of the induction session will vary but is on average approximately 4 hours.

### Related Documents

- 1. *Constitution of Capricorn Citizen Advocacy*
- 2. *Human Services Quality Standards*
- 3. *Guide to Protégés Booklet*
- 4. *Standards of Citizen Advocacy Program Evaluation (CAPE)*

### References

Not Applicable

### Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 28 / 02 / 2017.

SIGNED:

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President

28 / 02 / 17  
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(Date)

SIGNED:

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Secretary

28 / 02 / 17  
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(Date)