



## U3A ACT PROCEDURE No. PROC20

### Induction Procedures for new Committee members

<b>Publication date:</b> 8 August 2021	<b>Applies to:</b> All new Committee members
<b>Responsible person:</b> President	<b>Scheduled review date:</b> Every three years as determined by the Committee
<b>Approved by:</b> Committee meeting on 12 July 2021	<b>Author:</b> Secretary (Rhonda Jolly)

#### PURPOSE

These procedures are designed to ensure that new Committee members are familiar with the rules, legislation, policies and procedures that govern their behaviours as Committee members Of U3A-ACT Inc. (U3A) .

These procedures have two attachments:

**Attachment A:** Face-to-face Committee Induction Program Template.

**Attachment B:** Additional information that may assist those involved in conducting Committee inductions.

#### PROCEDURES

1. Upon their appointment, the Secretary will provide all new Committee members with the following:
  - a. A contact list of all Committee members
  - b. a copy of the individual new Committee member's role statement and directions to accessing the statements for all Committee members
  - c. the Volunteer Agreement for Committee members
  - d. details of how to access the Centralised Electronic Repository (the CER)
  - e. electronic links to key documents, including current versions of:
    - i. The Objects and Rules
    - ii. the Strategic Plan
    - iii. by-laws, policies and procedures
    - iv. *Associations Incorporation Act 1991*
    - v. Incorporated Associations in the ACT Guide
    - vi. Committee Governance Calendar and
    - vii. Members' Calendar of U3A events.

2. Upon the appointment of a new Committee member, the President will:
  - a. Arrange for a face-to-face induction meeting prior to the first Committee meeting to be attended by the new member and
  - b. provide a copy of these procedures to the new Committee member.
3. Processes for induction should take account of the prior knowledge and experience of the new Committee member and the areas where the new member may seek particular guidance.

## **RELATED DOCUMENTS**

*U3A-ACT Inc. Objects and Rules*

## **ATTACHMENT A**

### **Possible topics for Committee Induction Program**

The topics below have been identified from research into best practice volunteer committee induction practices.

Members conducting an induction need to consider the prior knowledge and experience of the new Committee member and adjust their approach and the depth of content provided accordingly.

A demonstration of where documents can be found on the U3A website and in the CER could form part of the induction if required.

### **Possible discussion program**

1. Welcome and Introductions
2. Questions or issues the new member wants to discuss
3. Responsibilities of Committee members and Office Holders
4. U3A Strategic Direction, including key issues facing the Committee
5. Legal requirements
6. Organisational governance
7. Committee, Subcommittees
8. Policy and procedures
9. Contributing to the learning and social life of the organisation.

### **Additional information that may assist those involved in conducting Committee inductions.**

*(The notes provided under each heading are designed to assist in the induction. Committee members who provide the induction will decide what is needed, given the prior experience of new members. Item numbers refer to the possible discussion program in Attachment A)*

### **ITEM 3 RESPONSIBILITIES OF COMMITTEE MEMBERS AND OFFICE HOLDERS**

#### **Key Messages**

The roles and responsibilities of Committee members and Office Bearers are outlined in the Objects and Rules of U3A. Part V: THE COMMITTEE.

The overriding principle for Committee members is that they must properly control and manage the affairs of the association.

#### **Suggested content**

- Role statements for individual committee members
- Sections of the U3A website that cover roles, responsibilities and structures
- The handover processes from previous office holders
- conflict of interest
- signing the Volunteer Agreement.

### **ITEM 4 U3A STRATEGIC DIRECTION**

#### **Key messages**

The role of the Committee is strategic to ensure that the organisation is administered efficiently and effectively within a legal and ethical framework.

#### **Suggested content**

- The Strategic Plan and current priorities
- Where meeting minutes are located and how they can be accessed so that members are able to familiarise themselves with Committee business as conducted in the previous 12 months.

### **ITEM 5 LEGAL REQUIREMENTS**

#### **Key Messages**

The actions of the association are affected by local and national legislation.

#### **Suggested content**

The main Acts covering U3A (these are listed below with attention drawn to critical pieces that Committee members need to guide their practice):

- *Associations Incorporation Act 1991* (the Act)

- A member of the Committee must notify the Committee within one month if he/she changes address.
- Officers of the association must comply with, and not obstruct an auditor's functions.
- Committee members may commit offences under the Act if they knowingly fail to take reasonable steps to implement the Act and ensure the association is compliant (1), or if they contravene a condition imposed on the association by the Minister or the Registrar General (2).
- Documents served on the Public Officer or a Committee member (or a person who has been in such an office in the past two years) must be brought to the attention of the Committee as soon as practicable.
- *Charities and Not-for-Profits Commission Act 2012 (Cth)*
- *Information Privacy Act 2014 (ACT) and Privacy Act 1988 (Cth)*
  - U3A Privacy Policy
- *Work Health and Safety Act 2011 (ACT)*
  - U3A Safety and Wellbeing Policy
- *Discrimination Act 1991 (ACT); Racial Discrimination Act 1975 (Cth), Disability Discrimination Act 1992 (Cth); Sex Discrimination Act 1984 (Cth); Age Discrimination Act 2004 (Cth).*
  - Safety and Wellbeing Policy
- *Copyright Act 1968 (Cth)*

Directors (Committee members) should

- Not take advantage of their position to further their own needs
- be honest and industrious
- never use information gained through their privileged position to advantage a friend/associate outside the organisation
- provide adequate information to authorised persons or members when requested and not mislead them in any way
- disclose any potential conflict of interest
- act with care and diligence
- maintain confidentiality of information that is only made available to the decision makers
- never knowingly place the organisation in a potentially litigious position
- ensure all decisions made are to the advantage of the organisation or group, not the individual or any particular interest group and
- ensure they act according to the constitution of the organisation.

## **ITEM 6 ORGANISATIONAL GOVERNANCE**

### **Key messages**

The organisation is volunteer-based and acts on the principles of good will and trust. However, there are organisational structures and governance arrangements that are intended to ensure legal and ethical compliance and protection for Committee members.

### **Suggested content**

- Volunteer Management Structure: Organisational Chart
- Access to the CER

## **ITEM 7 COMMITTEE, SUBCOMMITTEES**

### **Key Messages**

How the Committee operates and interacts

### **Suggested content**

- Meeting procedures - raising issues, how matters are discussed and consensus, reached, agreeing and enacting decisions
- Sub-committees and working groups - how they operate
- Role of coordinators and their relationship with Committee members
- Authority of Committee and Sub-committees
- How proposals are presented and handled
- Frequency of meetings, required attendance at meetings and leave

## **ITEM 8 POLICY AND PROCEDURES**

### **Key messages**

In order to protect Committee members and the organisation, the Committee commenced in 2014 to gather the verbal corporate knowledge of long-serving members and formalise custom and practice into documents.

### **Suggested content**

- Policy Framework
- Recently approved policies and procedures and where they are located
- Accessing the CER and the website
- Communicating with members
- Accessing secure documents

## **ITEM 9 CONTRIBUTING TO THE LEARNING AND SOCIAL LIFE OF THE ORGANISATION**

### **Key Messages**

Committee members have a responsibility to foster and support existing and new activities, to ensure these are relevant and that they adapt to changing circumstances and take advantage of opportunities. New Committee members should be encouraged to attend social events, forums, tours, and concerts by performing groups to connect with the life of the organisation.

### **Suggested content**

- Committee and members' calendars.