

## BURTON PIDSEA MEMORIAL HALL

### NEW COMMITTEE MEMBERS INDUCTION POLICY

The Trustees and Committee of Burton Pidsea Memorial Hall are delighted to welcome new members and will ensure that:

- New members are introduced to everyone present at their first monthly committee meeting.
- A brief is given of the Hall's history; as well as the current aims, objectives and ethos.
- New members are made aware of current Policies in place as well as the Constitution.
- Explanation is given as to the role/remit of the current Officers and their responsibilities.
- New members are advised of the complexities of the financial arrangements of the Memorial Hall.
- Whether or not the new member chooses to become a Trustee or not all should appreciate and understand the requirements of the Charity Commission.
- New members are appointed a Mentor who will offer advice, support and encouragement as necessary.

It is expected that new members will:

- Attend and participate in monthly committee meetings.
- Declare any conflict of interest and complete a Declaration of Business Interests form.
- Understand that decisions are made co-operatively by the Committee and recorded in the Minutes accordingly.

March 2020