

### **WAPA Inc. Induction for new Association Committee Members.**

It is imperative that all new Association Committee Members, particularly those not previously engaged in Committee duties, are inducted onto the Committee in a manner which engenders personal and communal respect and understanding of the duties in which the person is about to become involved.

1. Where possible, the President or Vice President should be the first contact for the inductee and should make the person welcome and at ease. This may be done some time before the first meeting the person attends and is best done in private in an objective manner.
2. The file composed for this purpose (commonly referred to as the 'Blue File') should be personally handed to the person and the first section discussed in detail, prior to attendance at a meeting. This section details the manner in which Meetings are conducted and how discussion is engendered by the introduction of 'motions'; and how and when such 'motions' may be amended and the resultant procedures.
3. The 'flow chart' depicting ascendancy of authority and responsibility should be discussed to ensure the new committee member understands their own place in, and responsibility to, the Association generally.
4. At the first meeting an acknowledgement should be made of the member's status and an introduction made to all participants present.
5. The inductee must be made aware that a certain formality is required and that 'minutes' are recorded and what the content may be.
6. The person should be encouraged to join in any discussion and may be asked directly what opinion they may have on a particular matter being discussed.
7. Further encouragement should be given to enable the person to become attached to sub committees in which they may have an interest or specific expertise which can be used and shared.
8. The new member must be comfortable with open discussion and conflicting opinions expressed in an impersonal and objective manner.
9. A 'conflict of interest' should be clearly explained and what is expected of the person in such a case.
10. If not already familiar with the parent constitutions and the Association Constitution and various Policies every attempt must be made by the person to gain a 'working knowledge' of them prior to attending a second meeting. In this they may require some direct instruction from the President or Vice President.
11. All Committee Members should do everything possible to make the inductee feel welcome; and encourage participation; and be cognizant that it may take some time before the person is settled into what may be a totally new experience for them. It should be something the person is acceptive of and prepared to do again knowing that seldom is any personal gain forthcoming.