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## OCR FM COMMITTEE OF MANAGEMENT MEMBER INDUCTION POLICY

### PURPOSE

To spell out induction procedures for new members of the OCR FM Committee of Management.

### POLICY

All Committee of Management members are expected to contribute to Committee of Management meetings to the best of their ability. To facilitate this, the Committee of Management will guarantee a thorough induction into the affairs of the Committee of Management and the Association at large, its issues, current concerns, volunteers its financial position and its liabilities and assets.

1. New Committee of Management members will receive a “New Committee of Management Member Pack”, including a copy of all Committee of Management-level policies, together with a copy of the previous year’s annual report and an up-to-date copy of year-to-date financial statements and the OCR FM Constitution.
2. New Committee of Management members will meet with the President after being given The “New Committee of Management Member Pack” and preferably before their first general meeting. The meeting with the President may be held as a group session or with individual new Committee of Management members. Its purpose is to answer any questions the new Committee of Management member/s may have and to help familiarise them with the Committee of Management’s governance role.
3. Following the meeting the new member/s will tour the OCR FM facilities and to meet the administration.
4. New Committee of Management members will sign a Committee of Management Contract indicating that they are fully aware of their role and its implications and accept this position.

### RELATED DOCUMENTS

Committee of Management Contract  
New Committee of Management Member Pack

This policy was adopted as policy in principle by the OCR FM Committee of Management

Signed *Tyson Graham*

Date 21<sup>st</sup> July 2021

This Policy is due for review within 24 months of the date shown above.