

# MEMBER INDUCTION



Each year after the Annual General Meeting (AGM), new members **MUST** be provided with the governing and operational documents that will support them in understanding their roles and responsibilities as members.

## INDUCTION INFORMATION SHALL INCLUDE

### Governing Documents

- School Constitution
- Code of Conduct
- Confidentiality Agreement
- Standing Orders
- Committee Terms of Reference

### School Operational Documents

- Annual School Improvement Plan
- School Strategic Plan

### Other

- Meeting dates
- Meeting time and location
- Member contact details
- School Representative Body email address
- Information about NT COGSO Governance training, support and advice

### Optional

- Prior meeting papers including:
  - Agendas
  - Minutes
  - Principal reports
  - Treasurer Reports
- School Representative Body Policies

## Remember

Governing documents should be **reviewed annually** by your newly elected School Representative Body.

Resources and templates are available from NT COGSO for your School Representative Body to adopt.