

### **3.41 Induction of Council Members**

Council's annual Planning Conference includes significant induction elements, and every effort should be made to complete appointments of new members in time to enable their attendance. Each new member will be given an opportunity to attend an induction session with the Chancellor and University Secretary. Before the session each new member will be supplied with an induction kit including, but not limited to,

- Details of fellow members and senior University officers
- The Melbourne University Act and the particular statutes, regulations and standing resolutions of Council which directly relate to the operations of Council
- Current planning and accountability publications
- Charts of University structures, including Council's own committees
- Details of indemnity and insurance provided to members

At the induction session, besides dealing with any queries members may have, members will be briefed on Council's major items of current business and concern. During the session members should be given an opportunity to identify any specific areas of interest they may have in the operations of Council and the University, and informed of the support available to attend an appropriate national conference or other development program once a year. New members are also encouraged to attend briefings on the legislative requirements and financial responsibilities of being a Council member.

When a new member joins a committee, the Chair of the committee is expected to give a private briefing to the member on its work and its recent important decisions, and to periodically ensure that the member is receiving all appropriate support and information to be able to contribute effectively.