

FAMDA Induction Overview

This document provides an overview of FAMDA's induction process for both general members and committee members. The goal is to ensure all members are familiar with FAMDA's values, responsibilities, and governance requirements.

1. Purpose of Induction

To welcome new members and provide them with the tools and knowledge required to participate confidently and responsibly in FAMDA's activities.

2. Delivery Method

All induction materials are made available on the FAMDA website. Members are directed to the relevant documents through a personalised Welcome Letter from the President.

3. Self-Directed Learning

Members are expected to read and familiarise themselves with the listed documents. Completion is self-monitored. FAMDA meets its compliance requirements by making these materials publicly available and issuing guidance.

4. Induction Modules

All new members should review the following:

- Code of Conduct
- Child Safety Policy
- Complaints & Grievance Policy
- Conflict of Interest Policy
- Governance Document Register (Committee members)
- Committee Transition Guide (Committee members)

5. Record of Completion

Formal tracking is not currently required. However, individuals may be asked to confirm their understanding or provide feedback at future meetings or reviews.

6. Review Cycle

Induction materials are reviewed annually as part of FAMDA's policy review schedule to ensure they remain accurate and aligned with any legislative or operational changes.