



Branch Executive Induction

Australian Education Union ACT Branch Policy

Policy Number	POL012	Version	2.0
Last Reviewed	21/02/2018	Next Review	21/02/2021

INTRODUCTION

The effective governance of the Union relies on all Branch Executive members having relevant expertise and full command of the necessary information to fulfil their responsibilities.

PURPOSE

This policy seeks to ensure that new members of Branch Executive are provided with the information, training and support necessary to enable them to contribute appropriately to the governance of the Union as soon as possible from the time of their election.

POLICY

New Branch Executive members shall be provided with the information and training necessary to enable them to fully contribute to Branch Executive.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary and Branch President to ensure that the appropriate induction and training is provided to new members of Branch Executive.

It is the responsibility of the Business Manager to provide the relevant information and materials to new members of Branch Executive.

PROCEDURES

1) Initial Contact

As soon as possible after the election or appointment of a new member to Branch Executive the Branch Secretary shall make contact with the new member to welcome them and schedule a time to attend the Union office for induction.

2) Information Provision

The Business Manager will provide the new members with copies or access to the following documents prior to induction:

- Approved budget for the current financial year.
- Profit and Loss statement for the previous month.
- AEU ACT Branch Rules.
- AEU ACT Branch Strategic Plan.
- AEU ACT Officer and Employee Enterprise Agreement.
- AEU ACT Branch Policy Manual.
- AEU ACT Branch Organisational Chart.
- Approved meeting calendar for the current year.
- List of current Branch Executive members.
- Agenda and papers for the previous Branch Executive meeting.



Branch Executive Induction

Australian Education Union ACT Branch Policy

Policy Number	POL012	Version	2.0
Last Reviewed	21/02/2018	Next Review	21/02/2021

3) Induction

The Branch President and Branch Secretary shall meet the new member at the Union office of to provide an induction. The induction will include:

- Discussion of the documents provided by the Business Manager, in particular drawing the new member's attention to the roles and responsibilities of the Branch Executive in general, and the roles and responsibilities they will be expected to undertake as an individual.
- Identification of any training needs, including Union Governance training required under the *Fair Work (Registered Organisations) Act 2009* within six months of election or appointment.
- Explanation of meeting format and processes.
- Orientation to the Union office.
- Identification of a Vice President to act as a mentor for the first year of their appointed term.
- Any other necessary background information.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.