[Date]

NAME

ADDRESS 1

ADDRESS 2

Dear

Congratulations on your recent appointment to your position as (IN within the (INSERT COMMITTEE HERE) Our committee is made up of people with diverse skills and we look forward to your contribution and thank you for your time.

The primary role of the (INSERT COMMITTEE NAME HERE) is to

* INSERT FROM CLUB/BRANCH/STATE REGULATIONS
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Part of your appointment is a proper induction to ensure that you feel comfortable in your role and have the information you require to fulfil it. Please find attached a package of information to provide you with the necessary background and information.

* Contact details for all committee members
* Code of Conduct
* Club/Branch/ State constitution
* Club/Branch/ State Regulations
* Club/Branch/ State Adopted Policies and/or Procedures
* Strategic Plan & any current Business Plan
* Annual Report
* Current Financial Year Budget (delete if not applicable to the position)
* Committee Minutes (last two meetings)
* Organisational Chart
* Role descriptions for your position and other committee positions

Please let me know if there is anything else that you feel you need to adequately fulfil your duties as(INSERT POSITION). I will schedule a time to complete with you in the coming weeks, but in the interim, Welcome to the INSERT COMMITTEE.

Yours Sincerely

INSTERT NAME

INSERT POSITION

INSERT CLUB/BRANCH/STATE