

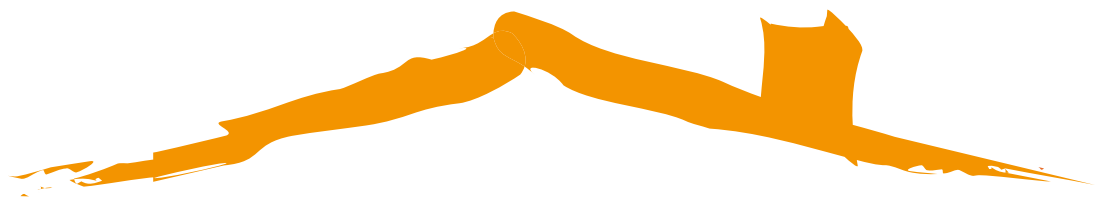


HOUSING FOR THE AGED ACTION GROUP INC.

CHECKLIST: INDUCTION OF COMMITTEE MEMBERS

All new committee members need to know how the committee operates and their roles and responsibilities. It is recommended the induction include the following:

- » Purpose of the committee
- » Minutes of previous committee meetings
- » Structure of the committee
- » Introduction of committee members
- » Role descriptions
- » Frequency and format of meetings
- » Support system for committee members
- » Contact list
- » Copies of rules (these may also be referred to as a code of conduct or constitution).



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