

BOARD MEMBER INDUCTION

Policy Type – GOVERNANCE

POLICY REF: G04

To ensure that new members of the Board can contribute to Board meetings to the best of their ability, all new members will be given appropriate training and induction.

The induction will brief new Board members on the affairs of the organisation, its issues, current concerns, staff, its finances and any other relevant information.

As soon as possible after the new member is elected or appointed the Chair will make contact with the new member to confirm the election/appointment and provide the member with a Board Service Commitment Letter which is to be signed and returned to the Chair.

1. The CEO will furnish a new member with an induction pack which will include the following:
 - Constitution
 - Governance and Management policies
 - Board contact list and short profile or CV of each board member
 - Membership of governance committees and terms of reference
 - Board meeting schedule for current year.
 - Organisation structure
 - Board minutes for last twelve months
 - Annual accounts for previous year
 - Current monthly and year to date accounts
 - Annual budgets and forecasts
 - Strategic plan
 - Management plans including:
 - i. High Performance
 - ii. Sport Development
 - iii. Communications
 - iv. Marketing
 - Calendar of events
 - Copy of Director's and Officer's insurance
 - Any other information the CEO considers relevant
2. New board members will attend governance training (if they have not attended previously).
3. New board members may meet with the CEO for an operational familiarisation if this is required.
4. New board members may meet with the Chair for a governance familiarisation if this is required.