# Board Induction

## Purpose

An induction program is a structured way of providing new board members with all the information and support they need to be confident and productive in their role. The aim is to help new members to understand the organisation, the environment in which it operates, and their role in making the organisation a success.

It is important that the induction plan is in place before the new board member begins. Doing so presents a professional image of the organisation and is very reassuring for the new board member. A Director Induction Pack, which contains all the key documents required by board members, should be produced (see below table for recommended inclusions of the induction pack).

It is the responsibility of the Chair to work through the induction pack with all new board members. In addition to familiarising the new board member with the documents, the induction should be used to introduce them to the culture of the organisation and their role and responsibilities as a board member. It may also involve identifying training and development needs to ensure the board member can contribute effectively to the organisation.

The following table outlines suggested inclusions for the induction programme for new board members; note the below items are to be presented and discussed at appointment.

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| Item | Activity | With whom |
| Welcome | Welcome and introduction to the board | Chair |
| Appointment | • Letter of Appointment  • Copy of Insurance  • Expense Reimbursement Policy  • Outline of appraisal/review process  • Training needs analysis – e.g., ASC Governance Education | Chair |
| Governance | Explanation of function and services:  • History of organisation  • Vision and mission  • Ethics, values, and philosophy  • Board and committee structure  • Tour of site | Chair and CEO |
| Governance | Provide a director induction pack, including:  • Constitution  • Organisational chart  • Contact details for fellow directors and key staff  • Board and senior management CV’s  • Board charter  • Board committee charters and membership  • Strategic and business plan, including budgets  • Last 3 board meeting minutes  • Current and recent (suggest last 3 years’) financial statements  • Overview of key stakeholders  • Key organisation policies (e.g. risk management)  • Glossary of definitions of terms and acronyms  • Board calendar (Board meetings/other functions)  • Annual Board Planner | Chair |
| Internal Relationships | Introduction to senior staff and outline of each functional area of the business | Chair and CEO |
| Strategic Planning | Present a copy of the strategic plan; discuss progress | Chair and CEO |

