

BOD - Board Member Induction Process

Prior to a new Board Member being appointed to a vacancy or after the Director has been elected, the Chair should meet with them and set expectations and provide some initial information and reading about the organisation including:

- The core purposes of the organisation and its Vision
- The backgrounds of the current Board members
- The organisations financial position
- Recent successes of the organisation
- Current issues facing the organisation and how they are being addressed
- The commitment required
- The process for appointing the Board members from this point
- Outline the Board induction process

The induction process should include the following:

Description	Who	Provided
Contact new director and provide letter of welcome	Chair	
Sign a Consent to Act as a Director	Comp Sec	
Confidentiality agreement and Declaration of interest documents	Comp Sec	
Access to shared portal and orientation of the portal organised	IT	
Current board member profiles supplied	Comp Sec	
Meeting with CEO	CEO	
Orientation around sites if possible	CEO	
Constitution and Strategic Plan supplied	Comp Sec	
Annual budget supplied	CEO	
Relevant sponsorship and funding agreements	CEO	
Two most recent annual reports	Comp Sec	
Organisation chart	CEO	
Contact information for Board members	Comp Sec	

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Description	Who	Provided
Contact information for CEO and Company Secretary	CEO	
Board Meeting schedule	Comp Sec	
Board Charter and Governance policies	Comp Sec	
Article for communications channels	Comms	
Nominate a mentor	Chair	
Board Policies 1-6	CEO	

Role Of Mentor

- Draw the new members attention to the roles and responsibilities of the Board and the expectations of them as an individual
- Outline the Board performance and evaluation process
- Discuss any questions/concerns the new Director may have
- Take the new Director through the minutes of recent meetings and brief them on the issues the Board is currently dealing with or will be looking at in the future.
- Once the new Director has settled in, they should provide feedback on the induction process to the Chair so that the process can be improved in the future.