

PGOV09 – Board Member Induction

1. Introduction

The effective operation of any organisation relies on its Board, and the effective operation of the Board relies on all its members having a full command of the necessary information and expertise.

2. Purpose

This policy seeks to ensure that new members of the Board are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board from the time of their election.

3. Policy Type and Owner

Governance / (Board/CEO)

4. Scope

This policy applies to all Office Bearers, Ordinary Committee Members and special advisors of the Board of St Michael's Association Inc, collectively referred to in this policy as 'Directors'.

5. Definitions:

St Michael's CEO St Michael's Association Inc.
Chief Executive Officer

6. Policy

All new Directors shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board.

Other Relevant Documents

- St Michael's Board Governance Charter
- St Michael's Board Code of Conduct Policy
- St Michael's Board Confidentiality Policy
- NDIS Code of Conduct
- Other relevant information and documentation (as appropriate).

7. Procedure

It shall be the responsibility of the Public Officer to ensure that the materials specified in this policy are prepared and copied and to ensure that the procedures specified in this policy are implemented appropriately.

7.1. Initial Contact

As soon as possible after the Board has confirmed the appointment of a new Director the Public Officer shall make contact with the new Director to make the necessary arrangements.

7.2. Induction Pack

The Public Officer shall forward to the new Director a copy of the St Michaels' Induction Pack. The pack will serve as an initial introduction to St Michael's as well as an ongoing reference. It should include:

- Relevant organisational documents such as:
 - The Constitution of St Michael's Association Inc;
 - Board Governance Charter
 - Terms of Reference for all Board Committees;
 - Most recent Strategic Plan, Business Plan and Annual Report;
 - All Board Policies;
 - Current Year-To-Date Budget; and
 - Most recent set of Board Papers.
- Basic biographical and contact information about Board members and senior staff;
- An overview of current programs and funding sources;
- Current board calendar;
- Most recent organisational chart;
- An overview of the Directors' and Officers' insurance cover; and

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- Any other relevant background information.

7.3. Introductions

The President of the Board shall introduce the new Director to other Directors of the Board (and senior staff) as soon as possible after their appointment.

The President may also nominate a Director of the Board, who has previously served on the Board, to act as mentor to the new Director.

7.4. Briefing

The President, the Chief Executive Officer and the Public Officer (if not also the CEO) shall engage in a face-to-face induction session with the new Director, prior to the commencement of their first Board meeting, that will:

- draw the new Director's attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual;
- determine what, if any, further information or training the new Director may require or request;
- discuss any concerns they may have; and
- take the new Director through the minutes of recent meetings and brief them on the issues the Board is dealing with at the moment, and the likely issues it will be looking at in the future.

8. Additional Information

Policy:

- [PGOV07 Board Directors Confidentiality Policy](#)
- [PGOV08 Board Grievance and Dispute Management Policy](#)
- [PGOV10 Board Conflict of Interest and Related Party Transaction Policy](#)
- [PGOV11 Board Code of Conduct Policy](#)

Forms:

- [Board Governance Charter](#)
- [FGEN15 Nomination for Office Bearer or Ordinary Committee Persons](#)
- [FGEN17 Board Member Confidentiality and Consent](#)
- [FGEN18 Board Member Information Kit](#)
- [FGEN19 Board Member New Member Letter](#)
- [FGEN20 Board Member Orientation Program](#)

Review

Board will review the policy when required.

Policy Update

Version	Details
1.0	New Policy

Uncontrolled when Printed

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