



BOARD MEMBER INDUCTION POLICY

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.

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.

Policy

All Board members are expected to contribute to Board meetings to the best of their ability. To facilitate this, the Board will guarantee a thorough induction into the affairs of the Board and the Association at large, its issues, current concerns, any staff or contractors, its financial position and its liabilities and assets.

1. New Board members will receive a "New Board Member Handbook", including a copy of all Board-level policies, together with a copy of the previous year's annual report, strategic & business plans, board member contact details, relevant minutes & agendas, up-to-date copy of year-to-date financial statements, schedule of meetings & events, the Association's Constitution and any other information considered relevant.
2. New Board members will meet with the Chairman after being given The "New Board Member Handbook" and preferably before their first general meeting. The meeting with the Chairman, and other interested board members & Executive Officer may be held as a group session or with individual new Board members. Its purpose is to answer any questions the new Board member/s may have and to help familiarise them with the Board's governance role.
3. New Board members will sign a *Declaration of Interests Form* (Form 5.1a) and *Board Nomination Form* (Form 3.1a) at their first meeting.
4. New Board members will provide a Curriculum Vitae, a member profile and a personal photo for inclusion on website and contribute to a skills audit checklist process.
5. The Chairman shall nominate a member of the board to act as mentor to the new board member.
6. The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Board is dealing with at the moment, or will be looking at in the future.

Related Documents

Form 3.1a – Board Nomination Form
Declaration of Interests Form 5.1a
New Board Member Handbook

BOARD MEMBER INDUCTION POLICY

Authorisation

Board
Women in Business & Regional Development Inc

Policy number	Board Policy Manual Section Fourteen <i>Number Three</i>	Version	ONE
Drafted by	ELAINE POLLOCK	Approved by board on	1 December 2009
Responsible person	SECRETARY	Scheduled review date	1 December 2011