

## POLICY – BOARD MEMBER INDUCTION

---

1.	Purpose .....	1
2.	Scope .....	1
3.	Policy Statement.....	1
4.	Responsibilities.....	2
5.	Definitions.....	3
6.	Related Legislation and Documents.....	3
7.	Feedback.....	3
8.	Approval and Review Details.....	3

---

### 1. NQF

Area	Concept	Descriptor
7	Governance and Leadership	Clear Board Induction process for new board members.

### 2. Purpose

2.1 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. Scope

3.1 This policy relates to Baringa Association members interested in becoming a Board member and any new Board members joining the Board for the first time.

### 4. Policy Statement

#### Introduction

- 4.1 The effective operation of any organisation relies on its Board of Directors (the Board), and the effective operation of the Board relies on all its members having a full command of the necessary information and expertise.
- 4.2 The Board is responsible for the overall governance, management and strategic direction of Baringa and for delivering accountable corporate performance in accordance with Baringa's goals and objectives.
- 4.3 The Board, Executive Officer and Centre Director responsibilities are clearly articulated in the Board Handbook.

#### Initial Contact

- 4.4 As soon as possible after the Board has confirmed the appointment of a new member, the Governance/Legal Director will make contact with the new member to let them know the

outcome. The Governance/Legal Director will write a letter of appointment, congratulating and welcoming them.

### **Board Policies and Procedures**

- 4.5 The Executive Officer shall provide all new members with a copy of the Baringa Board Handbook and associated policies. This will serve as an initial introduction to the group as well as an ongoing reference.

### **Introductions**

- 4.6 The Governance/Legal Director shall introduce the new member to other members of the Board (and senior staff, if appropriate) as soon as possible after their appointment.
- 4.7 The Governance/Legal Director shall nominate a member of the Board to act as mentor to the new member.

### **Briefing**

- 4.8 The Governance/Legal Director shall facilitate a face-to-face induction session with the new member, that will:
- draw the new member'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;
  - discuss any concerns they may have; and
  - ensure they agree to sign and submit the necessary paperwork as a Board member.
- 4.9 The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the current issues the Board is dealing with at the moment or will be looking at in the future.

### **Tour**

- 4.10 The Executive Officer and Centre Director for the Centre will invite the new Board member to take a tour of Baringa's facilities and introduce them to staff and volunteers of the centre.
- 4.11 The Executive Officer shall show the new member where the Board meets, where to park their car or access transport, where the kitchen is, where the toilets are, where the photocopier and other office equipment is (and the rules for its use).

### **Induction checklist**

- 4.12 The Executive Officer shall provide the new Board member with an induction checklist. This checklist captures all the relevant application forms that need to be completed, for example notifying the Australian Charities and Not-for-Profits Commission of a change to Board membership. Refer to the Board Member Induction Process Manual for the checklist.

### **Related Documents**

## **5. Responsibilities**

### **Compliance, monitoring and review**

- 5.1 It is the responsibility of the Governance/Legal Portfolio holder 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.

**Reporting**

- 5.2 The Board Induction Process and Procedure specifies when and who should be contracted when a new Board member is inducted.

**Records management**

- 5.3 Board members must maintain all records relevant to administering this policy in a recognised Baringa recordkeeping system.

**6. Definitions**

N/A

**7. Related Legislation and Documents**

- Board Handbook
- Baringa Constitution
- Board Member Induction Process

**8. Feedback**

Families and staff may provide feedback about this document by emailing [baringaboard@gmail.com](mailto:baringaboard@gmail.com).

**9. Approval and Review Details**

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	Baringa Board
Advisory Subcommittee to Approval Authority	N/A
Administrator	Governance/Legal Director
Next Review Date	30 September 2019

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	Baringa Board, 10 September 2018
Amendment Authority and Date	N/A
Notes	N/A