



BOARD MEMBER INDUCTION POLICY

Policy number	NA	Version	2
Drafted by	Karen Zirkler	Approved by Board on	16 August 2023
Responsible person	Karen Zirkler	Scheduled review date	June 2024

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

New Board members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board.

4. Authorisation

A handwritten signature in grey ink that reads "William Perrottet".

Bill Perrottet
President
Southern New England Landcare Ltd
16 August 2023



BOARD MEMBER INDUCTION PROCEDURES

Procedure number	NA	Version	1
Drafted by	Karen Zirkler	Approved by CEO on	16 December 2022
Responsible person	Karen Zirkler	Scheduled review date	June 2023

1. Responsibilities

It shall be the responsibility of the CEO 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.

2. Procedures

Initial Contact

As soon as possible after the Board has confirmed the appointment of a new member the CEO shall contact the new member to let them know the outcome. The Chair will write a letter of congratulations and welcome.

Board Manual

The CEO shall forward to the new member a copy of Southern New England Landcare's Board Manual. The manual will serve as an initial introduction to the organisation as well as an ongoing reference. The manual is an electronic document that binds together the following key organisational documents:

1. constitution
2. strategic plan
3. policies and related procedures
4. most recent audited financial report
5. any annual reports if available
6. organisational capacity statement
7. board meeting schedule
8. staff structure document
9. any other necessary background information.

Introductions

The CEO shall introduce the new member to other members of the Board (and senior staff, if appropriate) as soon as possible after their appointment, and seek to involve the member socially in Board activities by inviting them to social functions.

The CEO shall nominate a member of the Board to act as mentor to the new member.

Briefing

The CEO or a delegated board member, shall engage in 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.

The assigned mentor shall take the new member 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.

Tour

The CEO shall invite the new Board member to take a tour of the organisation's facilities and introduce them to staff, volunteers, members, and the beneficiaries of the group's services.

The CEO 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).

Related Documents

- Conflict of Interest Policy

Authorisation



Karen Zirkler
CEO
16 August 2023