BOARD MEMBER INDUCTION PROCESS

PURPOSE

To support a structured approach to familiarising new board members with board process and organisational knowledge in order to optimise their engagement.

All new board members of Company X are entitled to an induction process to ensure that they have a broad understanding of the role and operations of the board, and a contextual understanding of Company X's business and activities.

Prior to the board member attending their first meeting s/he should receive a copy of the board induction pack. The contents list for the pack is attached (Annex 1).

The board member should also:

1. Have a one-to-one meeting with the Chair, where board processes and expectations can be discussed, and where the board member can ask any initial questions arising from the induction pack
2. Meet other board members if they wish to amplify their understanding
3. Have a one-to-one meeting with the CEO, where the company's programs, activities, key current issues and opportunities/ challenges are described, and where the board member can ask any questions regarding operations. A run-through of a recent CEO report to the board may also form part of this meeting
4. Have a finance induction session with the Treasurer, General Manager/Finance Officer or another agreed individual – to run through the financial dynamics of the company, and gain an appreciation of the current balance sheet and profit and loss account

Responsibility for ensuring that the induction steps take place rests with the Chair of the Board, who may delegate to the Deputy Chair or another board member.

During the recruitment or the induction process the new board member will be asked to complete a skills/ profile form. At the board member's first meeting the board member should be given time to explain their particular skills and areas of interest to other board members, to enhance the board's collective understanding of their capacity.

The following administrative matters will also take place during the induction process:

The board member will:

- Complete a register of interests form
- Confirm their best mailing/ contact details
- Provide a photograph or jpeg
- Complete a skills/ profile form, if not already done during recruitment

The company will:

- If agreed, prepare a media release
- Update their website

REFERENCES

- Fishel, D, The Book of the Board, Federation Press, Sydney, NSW (2003; 3rd edn. 2014)

ABOUT POSITIVE SOLUTIONS

Positive Solutions offers a range of services to non-profit boards throughout Australia. Board development workshops and detailed board reviews can be tailored to the needs of each organisation. To find out more about how Positive Solutions can help you, contact: info@positive-solutions.com.au or call 07 3891 3872.

THE BOOK OF THE BOARD

The Book of the Board is Australia's standard reference book for board and committee members of non-profit organisations. Authored by Positive Solutions Director, David Fishel, and currently in its third edition, The Book of the Board provides clear guidance on the role of the non-profit board, formal and legal responsibilities, and the ways in which the board can maximise its effectiveness for the organisation.

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