



# SAMPLE BOARD INDUCTION PACK

## PURPOSE

To inform the contents of a briefing pack for new board members, supporting their effective early engagement with the board.

DOCUMENT:	ISSUED ON:
Constitution (Memorandum and Articles)	
Approved policies	
Code of conduct	
Governance or Board Charter	
Two or three recent sets of board minutes and papers	
Annual report	
Most recent audited financial statement	
Current year budget	
Strategic plan and financial projections	
List of current board members, titles and affiliations	
Board organisation chart	
Staff organisation chart	
CEO Position Description	
Brief biography of the CEO	
Board role descriptions	
List of key forthcoming dates (meetings, events)	
Organisation's newsletter, brochure or other publications	
Recent press cuttings relating to the organisation's work	

The new board member should also benefit from a structured induction process to bring them up to speed as soon as possible. Dependent upon the information and processes which have preceded the board member's appointment, the induction procedure could include some or all of the following:

- > A meeting with the Chair to clarify board roles, expectations, strategic issues
- > Opportunities to meet with other board members individually or collectively
- > A meeting with the CEO to learn about the key personnel, the range of operations, issues currently facing the organisation
- > A visit to the organisation's premises, along with an opportunity to meet some of the staff
- > An invitation to see the organisation's activities and programs in action
- > A follow-up meeting with either Chair or CEO for clarification of any of the material in the Induction Pack

#### SOURCE

- > 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](mailto: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.

- > RRP \$59.95

