



Board Member Induction Policy

Policy version and revision information

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1. Introduction

The effective operation of any organisation relies on its Board, and the effective operation of the Board relies on all its Directors having a full command of the necessary information and expertise.

2. Purpose

This policy seeks to ensure that new Directors 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. Responsibilities

It shall be the responsibility of the Chief Executive Officer (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.

4. Procedures

4.1 Initial Contact

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

4.2 Introductions

The CEO shall introduce the new Director to other Directors of the Board (and senior staff, if appropriate) as soon as possible after their appointment, and seek to involve the Director in appropriate Board activities.

The Chair may nominate a Director of the Board to act as mentor to the new Director.

4.3 Briefing

The CEO will conduct an induction session with the new Director, either in person or via a virtual online meeting, which will:

- draw the new Director'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; and
- discuss any concerns they may have.

The assigned mentor (where appointed) shall take the new Director through the minutes of recent meetings and brief them on the issues the Board is dealing with now or will be looking at in the future.

The induction process and briefings will address the following:

Welcome	Welcome and introduction to the Board.	Chair	At appointment
Governance	Explanation of function and services: ➤ History of organisation ➤ Vision and mission ➤ Ethics, values, and philosophy ➤ Board and committee structure ➤ Organisational structure and hierarchy ➤ Terminology, jargon and glossary of organisational-specific terms ➤ Expectations for contributions	Chair / CEO	At appointment

	➤ Appraisal and review process ➤ Training opportunities and requirements		
Internal relationships	Introduction to senior staff and outline of functional areas of the organisation.	CEO	At appointment
Strategic planning	Provide copies of the strategic plan and relevant implementation plans.	CEO	At appointment
Governance	Provide relevant policies and procedures: ➤ Expenses ➤ Conflict of interest ➤ Risk ➤ Code of conduct ➤ Whistleblowing ➤ Finance and audit	CEO	At appointment
Governance	Provide copies of relevant meeting notes: ➤ Schedule of dates of Board meetings ➤ Previous Board minutes ➤ Constitution ➤ Contact details of Board and Sub Committee members	CEO	At appointment
Finance	➤ Provide copies of annual reports and financial statements.	CEO	At appointment

5. Related Documents

- Board Attendance Policy
- Board Charter
- Constitution