**Sample New Director Induction Program**

Your New Director Induction program will be different to any other organisation. Use this checklist from our partner at [Conscious Governance](http://www.consciousgovernance.com/) to ensure you have not missed any major components of your induction.

There are four key elements that create a high performing Induction Program. These key elements need to be embedded into the Induction program

1. It is mandatory
2. The process and outcomes are formally monitored by the Governance committee or any equivalent committee
3. Mentors are assigned to each new Director, with a changeover or mentors after 6 months
4. It is at least 12 months in duration

Use this template to develop or review your induction program for new Directors. In addition, ensure there is a formal New Director Induction manual/program (online) that is easily accessible by new Directors. This New Director Induction program should be the responsibility of the Governance Committee (or equivalent). This Board committee should also report to the Board every 6 months on the quality and feedback from new Directors and mentors re the program, together with suggestions for improvement for the next Induction program.

See <https://conscious-governance.mykajabi.com/induction-insights-for-directors> for more New Director Induction related material.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | ***Content*** | ***Material received*** | ***Material read*** | ***Questions/ further action*** |
| *1* | ***Vision, Strategic Priorities, History and Philosophy****: Outline of formation of organization, key issues, philosophy, foundation participants, ongoing successes, outstanding aspects, highlights and any other historical features.* |  |  |  |
| *2* | ***Constitution****: Highlight those areas most relevant perhaps in a one-page summary as well as the full constitution – for example, voting rights* |  |  |  |
| *3* | ***Board policies****: Access to or copies of all governance policies* |  |  |  |
| *4* | ***Director statement of duties and responsibilities*** |  |  |  |
| *5* | ***Director Code of Conduct:*** *This provides guidance for Director behaviour* |  |  |  |
| *6* | ***Contact details, CV and skills register:*** *of Board members, Chief Executive Officer and auditor.* |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *7* | ***Board and staff communications policy:*** *This will provide the ground rules for interactions with staff* |  |  |  |
| *8* | ***Organizational chart*** |  |  |  |
| *9* | ***Strategic Plan*** |  |  |  |
| *10* | ***Risk Management Plan*** |  |  |  |
| *11* | ***Program descriptions:*** *short descriptions of key programs, how they fit in to strategic direction, and key highlights and issues to be aware of.* |  |  |  |
| *12* | ***Relevant and recent media coverage****: Background to stakeholder involvement/communication* |  |  |  |
| *13* | ***Annual report*** |  |  |  |
| *14* | ***Relevant brochures of programs*** |  |  |  |
| *15* | ***Financials****: budgets, balance sheet, profit and loss, cash flow, variance reports, audited financial statements.* |  |  |  |
| *16* | ***Annual Board Workplan:*** *Board meeting dates/other relevant dates – for example, annual dinner, conference.* |  |  |  |
| *17* | ***Board training program****: Professional development for Directors* |  |  |  |
| *18* | ***Board minutes:*** *Minutes from last three meetings.* |  |  |  |
| *19* | ***Board resolutions:*** *A resolution may be a single act by the Board to approve or adopt a change to a set of rules, new program, new contract, etc; resolutions are included in the minutes of the Board meeting.* |  |  |  |
| *20* | ***Board evaluation process****: Examples of previous evaluations and outcomes* |  |  |  |
| *21* | ***Insurance policies:*** *Provide copies.* |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *22* | ***List of key legislation:*** *Particularly those which affect the Board and organization, and a compliance schedule stating how compliance is managed by staff. Copy of Compliance Schedule* |  |  |  |
| *23* | ***Decision making skills and strategic thinking protocols*** |  |  |  |
| *24* | ***Board member “Expectations worksheet” for Board members:*** *States the expectations the Board has of Directors* |  |  |  |
| *25* | ***Board mentoring timetable and protocols*** |  |  |  |
| *26* | ***Induction program key dates:*** *Include visits to chairman, staff briefings, site visits etc* |  |  |  |
| *27* | ***Glossary of terms:*** *A list of acronyms, jargon, and critical terms.* |  |  |  |