# **BOARD MEMBER INDUCTION - CHECKLIST**

**Introduction**

Each new member of any Board needs to be familiar with the Boards roles and activities. As much as possible they should be brought up to date with the Board’s history and current projects and planned activities. This checklist is not exhaustive and all items may not be relevant to all organisations. Additions and deletions should be made to reflect the specific group / organisation.

**What should be included in an induction and who is responsible for this?**

The following table summarises what you might include in your induction programme for new board members.

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| --- | --- | --- | --- |
| Issue | Activity | With Whom | When |
| 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
* Support staff structure and hierarchy
* Tour of event location
* Terminology, jargon and glossary of board-specific terms
 | Chair and CEO | At appointment |
| Governance | * Initial discussion re: contribution
* Outline of appraisal / review process of the board
* Training needs analysis
 | Chair | At appointment |
| Internal relationships | * Introduction to senior staff and outline of each functional area of the organisation
 | Chair and CEO | At appointment |
| Strategic planning | * Give copy of strategic plan
* Discuss strategic plan and progress
 | Chair and CEO | At appointment |
| Governance | Provide policies and procedures e.g.:* Expenses
* Conflict of interest
* Risk policy
* Code of conduct
* Whistleblowing
* Finance and audit
 | Chair and CEO | At appointment |
| Governance | Give copies of relevant meeting notes:* Schedule of dates of board meetings
* Give copy of recent board minutes
* Give copy of board manual, including:
* Constitution document
* Photos and contact details of board and committee members
 | Chair and CEO | At appointment |
| Finance | * Give copy of annual accounts
* Give copy of most recent budget report
 | Chair or Finance Chair and Finance Officer | At appointment |