Appendix: SAMPLE BOARD INDUCTION PROGRAM

Your induction program will be different to any other organization.

Use this checklist as a foundation to ensure you have not missed any major components in your induction program.

INSTRUCTIONS FOR USE:

1. For new inductees to track their progress through their induction material

or

1. For the Chair and/or Governance Committee to collate the required material in preparing their induction pack for new Directors

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|  | **Item**  | **Content**  | **Material received**  | **Material read**  | **Questions/ further action**  |
|  | To be used in conjunction with “Induction Insights for Directors online program” <https://conscious-governance.mykajabi.com/induction-insights-for-directors> |   |   |   |
| 1.  | History  | Outline of formation of organization, key issues, philosophy, foundation participants, ongoing successes, outstanding aspects, highlights and any other historical features. ***(View “How to read and use your vision statement” Induction Insights module)***  |   |   |   |
| 2.  | Constitution  | Highlight those areas most relevant perhaps in a one-page summary as well as the full constitution – for example, voting rights ***(View “Tips on what to look for in your constitution, rules and bylaws” Induction Insights module)***  |   |   |   |
| 3.  | Board policies  | Access to or copies of all governance policies ***(View “How to use your board policies” Induction Insights module)***  |   |   |   |
| 4.  | Director statement of duties and responsibilities  | ***(View “What your Statement of Director Duties means to you”*** ***Induction Insights module)***  |   |   |   |
| 5.  | Director Code of Conduct  | This provides guidance for Director behaviour  |   |   |   |
| 6.  | Contact details, CVs and skills register  | Include: 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  |   |   |   |   |

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| 9.  | Strategic Plan  | ***(View “Understanding and using your Strategic Plan” Induction Insights module)***  |   |   |   |
| 10.  | Risk Management Plan  | ***(View “Understanding and using your Risk Management Plan”*** ***Induction Insights module)***  |   |   |   |
| 11.  | Program descriptions  | Short descriptions of key programs, how they fit in to your strategic direction, with key highlights and issues to be aware of  |   |   |   |
| 12.  | Relevant press clippings  | Background to stakeholder involvement/communication  |   |   |   |
| 13.  | Annual report  |   |   |   |   |
| 14.  | Relevant brochures of programs  |   |   |   |   |
| 15.  | Financial documents  | Budgets, balance sheet, profit and loss, cash flow, variance reports, audited financial statements. ***(View “Extracting strategic insights from your financial reports” Induction Insights module)***  |   |   |   |
| 16.  | Schedule  | Board meeting dates/ other relevant dates. For example: annual dinner, conferences, annual Board Work plan  |   |   |   |
| 17.  | Board training program  | Professional development for Directors  |   |   |   |
| 18.  | Board minutes  | Minutes from the 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 Board 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.  |   |   |   |
| 23.  | Decision making skills and strategic thinking protocols  | ***(View “How to stop micromanaging - Operational vs strategic”*** ***Induction Insights module)***  |   |   |   |
| 24.  | Board member ‘Expectations worksheet’  | States the expectations the Board has of Directors  |   |   |   |
| 25.  | Board mentoring protocols  | ***(View “Getting the most from your induction - Mentoring”*** ***Induction Insights module)***  |   |   |   |
| 26.  | Induction program key dates  | Including visits to chairman, staff briefings, site visits etc.  |   |   |   |
| 27.  | Glossary of terms  | A list of acronyms, jargon and critical terms.  |   |   |   |