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. |  |  |  |