



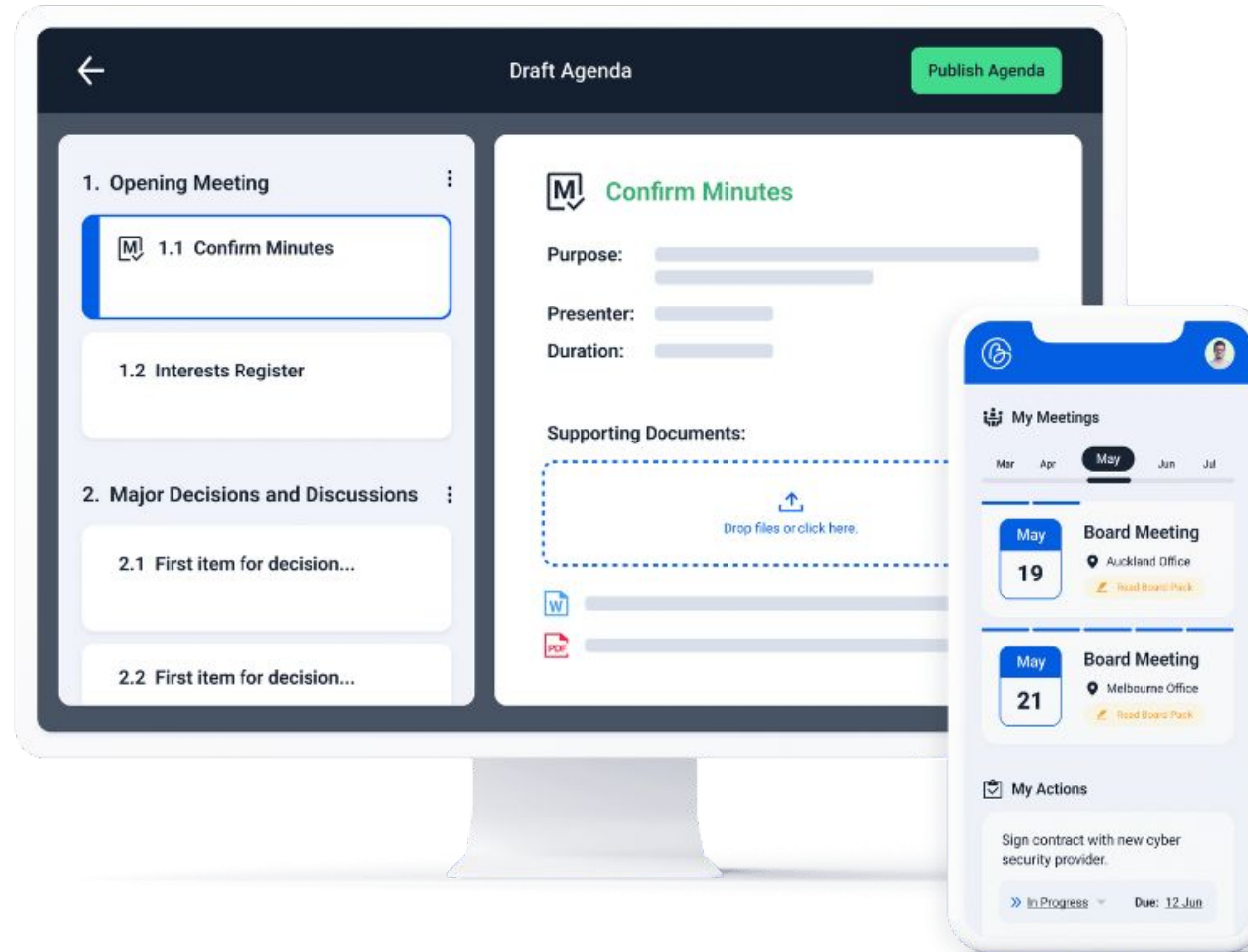
**Webinar**

**The First 100 Days—the  
4 key elements of  
Board Induction**





# BoardPro™





**Making the fundamentals of  
governance free and  
easy to implement**



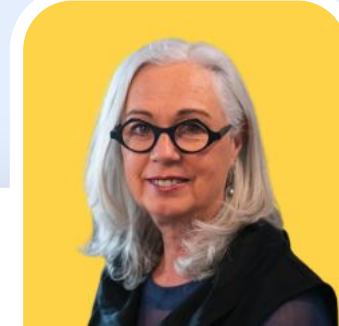
**Steven Bowman**

Managing Director  
**Conscious Governance**



**Simon Telfer**

Managing Director  
**Appoint Better Boards**



**Lynda Carroll**

CEO  
**Align Group**

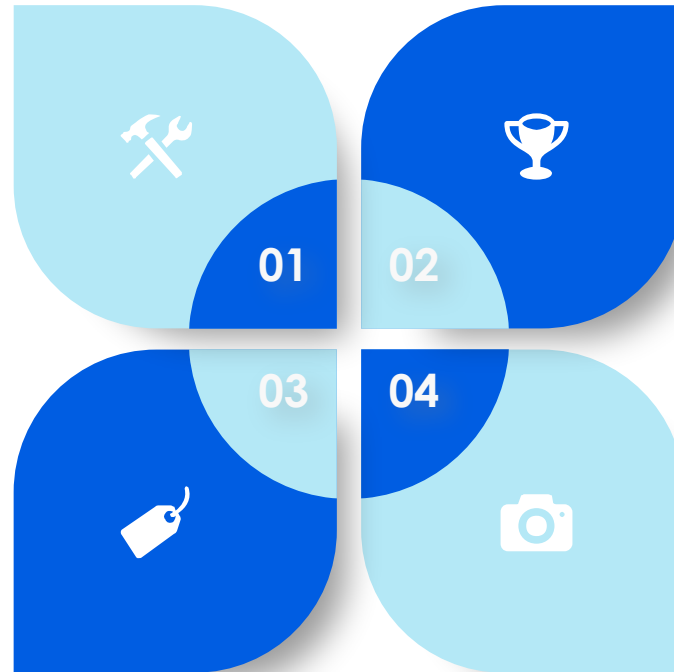
**Slides, webinar video,  
whitepaper and templates will  
be sent to you. Relax, listen  
and ask questions**



# The Four Critical Elements



Its Mandatory



Formally monitored

Mentors assigned and  
changed after 6 months

At least 12 months in  
duration



## Create Content & Checklist For Delivery & Monitoring of Induction







# The First 100 Days

New Board Members

→ [www.boardpro.com](http://www.boardpro.com)



**Steven Bowman**  
Conscious Governance

## Appendix: SAMPLE BOARD INDUCTION PROGRAM

[www.consciousgovernance.com](http://www.consciousgovernance.com) | [www.consciousgovernancetv.com](http://www.consciousgovernancetv.com)

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

Item	Content	Material received	Material read	Questions/ further action
To be used in conjunction with "Induction Insights for Directors online program" <a href="https://www.consciousgovernance.com/helpdesk/induction-insights-for-directors">https://www.consciousgovernance.com/helpdesk/induction-insights-for-directors</a>				
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			

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.				

Download the word template!



## Getting the Most from your First 100 Days



- 1. Understanding and using your Strategic Plan**



## Getting the Most from your First 100 Days



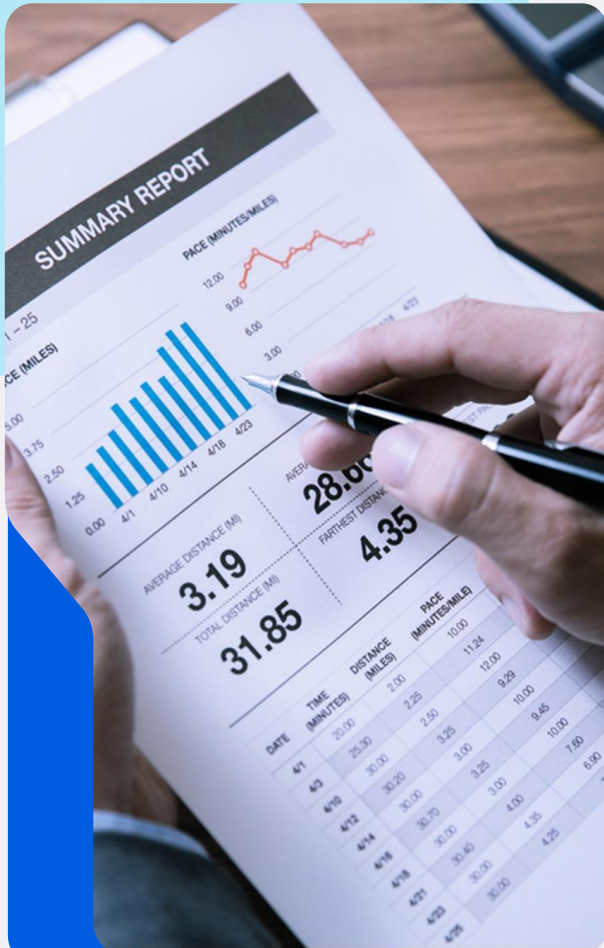
### **2. How to read and use your Vision Statement**



## Getting the Most from your First 100 Days



### **3. How to use Board Policies**



## Getting the Most from your First 100 Days

### 4. Extracting Strategic Insights from your Financial Reports

#### PROFIT AND LOSS STATEMENT

- What's the reason for the variance between what was expected and what our reports tell us?
- Given this reason for variance, what are the strategic implications?
- What's not working? What do we need to do about it?
- What questions should we be asking that we haven't asked yet?



## Getting the Most from your First 100 Days



### 4. Extracting Strategic Insights from your Financial Reports

#### **BALANCE SHEET**

- What are the key ratios your balance sheet is telling you?
- What has changed and why?
- What are the strategic implications?



# Getting the Most from your First 100 Days



## 4. Extracting Strategic Insights from your Financial Reports

### CASH FLOWS

- What's our cash flow likely to be like on a three-month rolling basis?
- Are we keeping to our budget, or do we expect to fall below our forecasts?
- What are the strategic implications for us and what, if anything, do we need to start doing about it?



# Getting the Most from your First 100 Days



## 4. Extracting Strategic Insights from your Financial Reports

### KEY RATIOS

- What are the acceptable ranges for our ratios?
- What has changed and what do we need to consider longer term?





## Getting the Most from your First 100 Days



### **5. Understanding and Using your Risk Management Plan**



## 5. Understanding and Using your Risk Management Plan





## Strategic Questions to Consider Before and During your Board Meeting



- What are the 2 or 3 key risks we should receive reports on, and focus on leveraging for opportunity?
- What is our risk appetite and how do staff use that to triage what they bring to us as Directors?



## 6. Tips on what to look for in your constitution, rules and by-laws



- What are our dispute mediation/ Conflict resolution clauses?
- How is voting carried out at the Board meeting?
- What are the terms of my position?
- Are we carrying out everything required of us based on our constitution?
- Have there been in legal changes that must be reflected in our constitution?



## 7. Reflection on Legal Responsibilities

- The Duty of Care
- The Duty of Loyalty
- The Duty of Obedience



## 8. Getting the Most from Your Induction - Mentoring



### **The Mentor and New Board Members may want to Address;**

- new Board member's questions regarding how the Board works, about individuals or about Board actions;
- any problems with the new Board member's conduct that do not meet Board expectations;
- goals and major areas of interest as a new Board member;
- new Board member's satisfaction with the induction as well as his or her ability to participate at Board and Committee meetings.



## Summary



**There are 3 key areas that need to be a focus of any new Director in their first 100 days on a Board**

1. Make the most use of the Induction program
2. Understand how the Board uses various resources to help shape powerful questions and conversations
3. Be willing to contribute questions and discussion from your first Board meeting onwards



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# Webinar Schedule

Mar - April 2024

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71.	Setting the strategic board agenda	On Demand
72.	Setting the tone at the top: Leading with board culture	On Demand
73.	Options for board evaluations that actually work	On Demand
74.	The first 100 days - The 4 key elements of board induction	On Demand
75.	How to break into the boardroom (part 1 of 2)	Mar 6
76.	Does governance need a reboot? Time to think about Governance 4.0?	Mar 7
77.	How to break into the boardroom (part 2 of 2)	Mar 14
78.	How to work practically with AI in the boardroom	Mar 28





**Thank you**

