

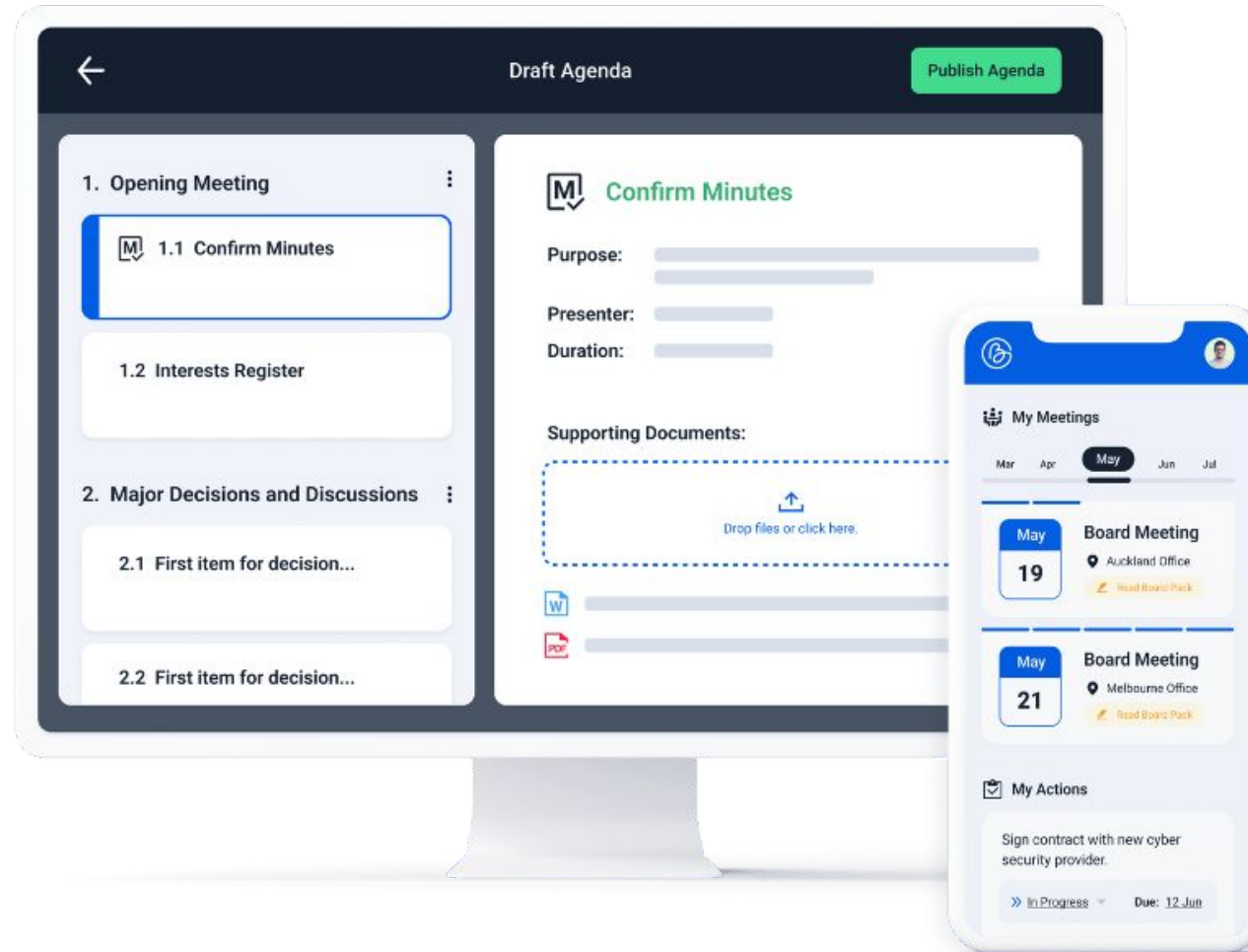


Webinar

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





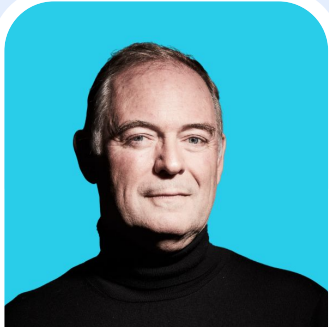
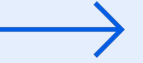




**Making the fundamentals of
governance free and
easy to implement**

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





Steven Bowman

Managing Director
Conscious Governance



Georgia Henry

CEO
Henry Reed



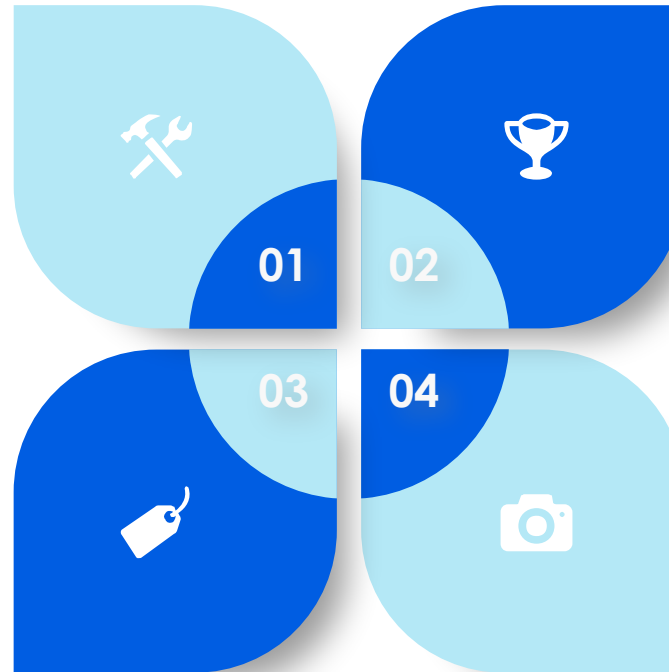
**Julie Garland
McLellan**

Founder
Directors Dilemma

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



Steven Bowman
Conscious Governance

Appendix: SAMPLE BOARD INDUCTION PROGRAM

www.consciousgovernance.com | 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" https://www.consciousgovernance.com/helpdesk/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			

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



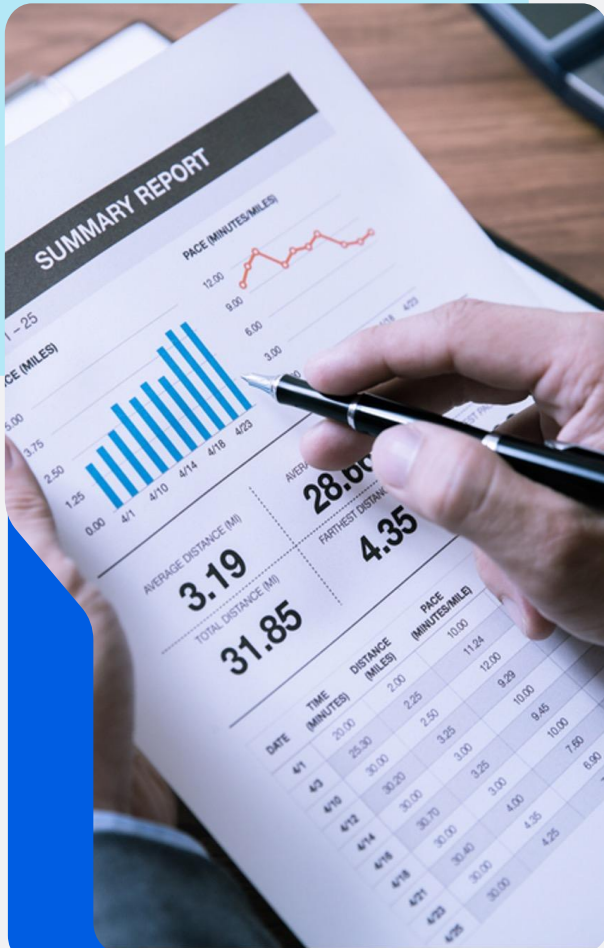
2. How to read and use your Vision Statement



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?



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

Online Program from Steven Bowman



Induction Insights for Directors online program from Conscious Governance

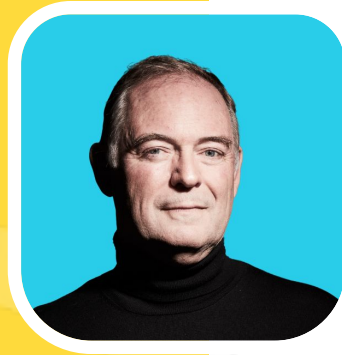
Designed to be a strategic supplement to your existing Board induction program, the videos and resources show new Directors how to get the most from your Induction material, including how to best use your vision, strategic plan, risk management plan, financials, policies, constitution and others.

9+ video modules | 9+ PDF downloads

\$275 AUD Annual Subscription



<https://conscious-governance.mykajabi.com/p/induction-insights-for-directors>



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Georgia Henry

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Julie Garland McLellan

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Webinar Schedule

- Dec 2024



103. **The four key elements of board induction**

On demand - View

104. **How to think differently about enterprise governance, not just board governance**

Nov 7

105. **How to create your annual operating plan**

Nov 14

106. **Developing CEO KPIs and Performance Management frameworks**

Nov 21

107. **Cultivating Board Culture for Excellence and Impact**

Nov 28

108. **From conflict to Innovation**

Dec 5

109. **Identifying and managing conflict of interest**

Dec 12

110. **The purpose and function of advisory boards for small businesses**

Dec 19



Thank you

