



**GLASSER
AUSTRALIA**
IGNITE THE POWER OF CHOICE

BOARD MEMBER INDUCTION- POLICY & PROCEDURE

INTRODUCTION

The effective operation of any organisation relies on its Board, and the effective operation of the Board relies on all its members having a full command of the necessary information and expertise.

PURPOSE

This policy seeks to ensure that new members of the Board are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board from the time of their election.

POLICY

New Board members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board.

RESPONSIBILITIES

It shall be the responsibility of the President and staff to ensure that the materials specified in this policy are prepared and copied and to ensure that the procedures specified in this policy are implemented appropriately.

PROCEDURES

Initial Contact

As soon as possible after the Board has confirmed the appointment of a new member the President shall contact the new member to welcome them to the Glasser Australia (GA) Board and will request that the Administration Officer commence onboarding of the new member.

Board Member Induction Information sheet

The Administration Officer shall forward to the new member a copy of GA's Board Member Induction Document. This document manual will serve as an initial introduction to the board as well as an ongoing reference. It should include:

- Statement of Strategic Intent, Constitution, relevant policies, Budget, the most recent annual report and the Responsible Persons Form (ACNC).
- Board members' roles and responsibilities.
- Board members, and staff Biographies.
- Meeting schedule and calendar of upcoming events.

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- An overview of officers' insurance cover.
- Any other necessary background information.

Introductions

The President shall introduce the new member to other members of the Board and staff as soon as possible after their appointment and seek to involve the member socially in Board activities i.e., Board meetings and subcommittees.

The President will ask a member of the Board to act as mentor to the new member and to assist with their involvement and alignment in Board activities.

Briefing

The President shall engage in an induction session with the new member, that will:

- Draw the new member's attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual.
- Discuss any concerns that the new member may have.

The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Board is dealing with now or will be looking at in the future.

RELATED DOCUMENTS

- Induction Checklist
- Board Attendance Policy
- Board Confidentiality Policy
- Conflict of Interest Policy
- Board Induction
- Board Directors/Members Roles and Responsibilities
- Governance
- All other GA Policies (SharePoint folder)

REVIEW

Policy Title	Board Member Induction Policy		
Developed by	Cathy O'Toole		
Adopted by	Glasser Australia Board		
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