



Board Member Induction Policy

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 secretary 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 secretary shall make contact with the new member to let them know the outcome. The Chair will write a letter of congratulations and welcome.

Board Manual

The secretary shall forward to the new member a copy of The Barwon Grove Golf Club Board Manual. The manual will serve as an initial introduction to the group as well as an ongoing reference. It should include:

- A copy of the The Barwon Grove Golf Club Board Handbook.
- relevant organisational documents such as the mission statement, constitution-rules, strategic plan, policies, current year-to-date budget, and last 3 annual reports.
- A brief history of the organisation.
- An organization chart, board, and committees.
- Duty statement from the secretary.
- Key Phone numbers.
- Board Code of Conduct, Conflict of Interest Policy, and declaration of interests.
- basic biographical and contact information about Board members.
- information about the Board and Board members' roles and responsibilities, including the Board Attendance Policy.
- The minutes of the last six board meetings

- The policy for obtaining independent professional advice by Board Members other standing orders, policies, and procedures of which the board member should be aware.
- Normal location of meetings, how long they last and domestic arrangements e.g., parking, dinner etc.
- an overview of the organisations insurance policies including officers' insurance cover if any is in place.
- any other necessary background information, including details of the organisations adviser's solicitors, bankers, auditors etc.

Introductions

The president shall introduce the new member to other members of the Board as soon as possible after their appointment.

The secretary shall nominate a member of the Board to act as mentor to the new member.

Briefing

The treasurer shall engage in a face-to-face 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 they 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 at the moment or will be looking at in the future.

Tour

The secretary shall invite the new Board member to take a tour of the organisation's facilities and introduce them to staff and volunteers.

The secretary shall show the new member where the Board meets, where to park their car or access transport, where the kitchen is, where the toilets are, where the photocopier and other office equipment is (and the rules for its use).