



BOARD ORIENTATION AND INDUCTION POLICY

ID No: FBCNW-16-241

Version: 3.0

Applies to:

- Board Members
- Chief Executive Officer

Applicable Legislation:

- Corporations Law
- Associations Incorporation Act

Introduction

Boards, as governing bodies, need to ensure that all new Board members are provided with support and information to assist them in discharging their governance responsibilities. It is inefficient and unproductive for a Board to leave new members of the Board to find their feet simply through their own experiences.

New Board Member Induction and Orientation Process

All Board members are expected to contribute to Board meetings to the best of their ability. To facilitate this, the Board will provide each new Board member with a thorough induction into the affairs of both the Board and the Association, including details of its issues, current concerns, staff, its financial position, and its liabilities and assets.

A systematic program of induction and orientation will facilitate this process.

Aim of Induction and Orientation

The aim of an Induction and Orientation Program is to enable a new Board member to become as effective as possible in their new role as quickly as possible. To achieve this aim:

- the Board Chair will ensure that all new Board members receive a comprehensive, structured, and tailored induction on joining the Board, and
- new Board members will need to commit to participating fully in such a program.

Program Design

A well designed and delivered Induction and Orientation Program ensures that:

- new members can add value to the Board by enabling them to immediately ask questions without being a subject matter expert or having in-depth experience of the industry sector, and
- the change and impact to Boardroom dynamics and team performance is recognised and addressed.

A poorly designed Induction can be detrimental to Board performance from a number of perspectives:

- Conventional thinking places the onus on the new Board member to get 'up to speed' rather than consider the effect one person can have on the cooperation, thinking, and decision making in the Boardroom.
- New Board members want to make a good first impression but a lack of awareness and understanding can leave a new Board member feeling unable to contribute over a longer period of time, and possibly feeling excluded.

- Valuable Board time can be lost addressing a new Board member's knowledge gaps relating to the array of new concepts, strategies, and language.

Complexity of Induction and Orientation Process

The time required to complete an Induction and Orientation Program will depend on the previous experience of the new Board member. Component parts of the Induction may be phased and planned to best align with the timing of related activities of the Board and the Association. The delivery of the information in the Induction process should also be varied from just the provision of reading material. For example, meetings with senior executives and key stakeholders, training courses, seminars, and site visits may also be worthwhile considerations.

Each new Board member will receive a "New Board Member Pack", including a copy of the following documents:

- The Governance Manual (including the Board Code of Conduct);
- The Constitution;
- The Organisational Chart;
- The current Strategic Plan;
- The current Annual Plan;
- The most recent Annual Report;
- The last two sets of Board Minutes;
- The names, addresses, and contact details of all Board members;
- The list of Committees and their members;
- Copies of insurance cover relating to their position (Professional Indemnity, Directors, and Officers Liability etc.); and
- Details of upcoming meetings and other Board events.

New Board members will meet with the Chair after being given the "New Board Member Pack" and preferably before their first Board meeting. The purpose of this meeting is to answer any questions the new Board member/s may have and to help familiarise them with the Board's governance role.

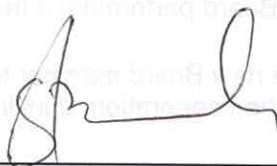
New Board members will also meet with the CEO. The purpose of this meeting is to familiarise the new member/s with the staff's operational role, to tour the facility, and to meet staff.

New Board members should be supported throughout the first six months of their appointment by members of the Board and the Chair. Whilst the Induction process is designed to assist new Board members with their understanding of the Association, it should be anticipated that further training may need to be provided to assist the Board member to understand the financial and operational aspects of the Association. These could include financial skills training, general governance training, specialised clinical governance training, or other appropriate training.

Responsibility for Induction and Orientation

The Chair is ultimately responsible for the efficient delivery of the Induction and Orientation process, but may delegate part or all of this responsibility to the CEO and/or other Board member.

Authorised by: _____



Date: _____

21/5/2023

Vice President of the Board