

POLICY

1.2 BOARD INDUCTION



Supporting Procedure:	1.2.1 New Members' Induction Pack (Draft) 1.2.2 Accessing Members' Page – PHCC website (Draft)	
Other Related Documents:	Policy 1.1 Board of Management Policy 1.4 Board Recruitment Policy 1.7 Sub-Committees (Internal and External) PHCC Constitution (2018) PHCC Calendar of Meetings PHCC Board and Staff Contact Lists Strategic Plan NRM Strategy Annual Report Noongar Participation Plan Risk Management Plan 2017 (with modifications) The First Decade (PHCC website)	
Category:	Board	
Type:	Strategic	Dates:
1 st Review By:	Jane O'Malley and Patricia Sutton	1/2/2018
2 nd Review By:	Jane O'Malley and Patricia Sutton	10/04/2019
3 rd Review By:	Jane O'Malley and Patricia Sutton	30/04/2020
Approved By:	PHCC Board	18/06/2020
Issued By:	Chief Executive Officer	16/06/2020

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.

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 appointment.

Definitions

For the purposes of this Policy:

'Board Member' means a member of the PHCC Board of Management

'Board of Management' or **'Board'** means the Association Members of PHCC and has the same meaning as the word 'Council' in the Constitution.

1.2 BOARD INDUCTION

Policy Statement

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.

1 Responsibilities

It shall be the responsibility of the Chief Executive Officer (CEO) to ensure that the procedures specified in this Policy are implemented appropriately.

2 Initial Contact

As soon as possible after the Board has confirmed the appointment of a new member, the CEO shall make contact with the new Member to let them know the outcome. The CEO will write a letter of congratulations and welcome and process for induction.

3 Board Manual

All new Members will be provided with a Board Manual. The manual will serve as an initial introduction to the PHCC as well as an ongoing reference. It will include, as a minimum:

- 3.1 Relevant organisational documents such as the Constitution, Strategic Plan, NRM Strategy, organisation chart, current financial reports, the most recent Annual Report and other relevant documents. The First Decade document, Noongar Participation Plan and Risk Management Plan are also to be provided.
- 3.2 Basic contact information for Board Members and staff
- 3.3 Meeting schedule and calendar of upcoming events
- 3.4 Procedure for accessing the Members Page (for information, Policies, Agenda's and Minutes)
- 3.5 Emergency contact sheet, to be returned to the CEO at the completion of the induction process
- 3.6 List of current Policies and how to access them.

4 Briefing

The Chairman shall engage in a briefing session with the new Member that will:

- 4.1 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 member, including active involvement in Steering and Organisational Sub-Committees
- 4.2 Brief them on the issues the Board is dealing with at the moment or will be looking at in the future
- 4.3 Discuss any concerns and/or aspirations they may have as a PHCC Member.

5 Induction

At the induction the CEO will provide:

- 5.1 An introduction to the organisation's operational and committee structure
- 5.2 Information about PHCC's meeting schedule and meeting format
- 5.3 Information about the Board and Board Members' roles and responsibilities



1.2 BOARD INDUCTION

- 5.4 Arrange a briefing with the Finance Manager to give an overview of the organisation's financial reports
- 5.5 Access to PHCC's policies for the new Member to read and acknowledge they have read and understood them (noting Members must agree to abide by PHCC policies to retain membership)
- 5.6 Any other necessary background information.

6 Introductions

- 6.1 The Chairman shall introduce the new Member to other members of the Board and, as soon as possible after their appointment, seek to involve the Member in Board activities by inviting them to relevant events and meetings (advising the CEO of attendance to ensure coverage across events)
- 6.2 The Chairman shall seek to have an experienced member of the Board to act as mentor to the new Member
- 6.3 The CEO shall invite the new Board Member to take a tour of the organisation's office and introduce them to staff and volunteers.

