



BOARD MEMBER INDUCTION POLICY

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|-------------------|-------------------------------|-------------------|------|
| Policy number | 02 | Version | 1.0 |
| Drafted by | Steve Halloran and Joy Taylor | Approved by Board | 2014 |
| Responsible party | Board | Scheduled review | 2017 |

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.

AUTHORISATION

| | | | |
|------------------------------|----|--------------------------|----|
| Laurencia Grant Secretary | LG | Edan Baxter President | EB |
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BOARD MEMBER INDUCTION PROCEDURES

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|-------------------|----------------------------------|-------------------|------|
| Procedures number | 02-1 | Version | 1.0 |
| Drafted by | Steve Halloran and Joy Taylor | Approved by Board | 2014 |
| Responsible party | Board | Scheduled review | 2017 |

RESPONSIBILITIES

It shall be the responsibility of the Board to ensure that the procedures are implemented appropriately.

PROCEDURES

Initial Contact

After the Board or membership have confirmed the appointment of a new member the President or another Board member shall make contact with the new member to welcome them to the organisation.

Board Induction Package

A Board Induction Package should be provided to the new member which should include:

- 8CCC mission statement, strategic plan, Station information on 8ccc.com.au and key policies and procedures;
- basic contact information of Board members; and
- information about the Board and Board members' roles and responsibilities.

Introductions

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

Tour

The President or another Board member shall invite the new Board member to take a tour of the organisation's facilities and introduce them to any volunteers they may encounter. The new member should be shown where the Board meets, where the amenities are, where the office equipment is etc.

AUTHORISATION

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