

## BOARD MEMBER INDUCTION POLICY

### 1. Introduction

The effective operation of Cancer Wellness Support (CWS) 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.

### 2. 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.

### 3. 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.

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## BOARD MEMBER INDUCTION PROCEDURES

### 1. Responsibilities

It shall be the responsibility of the CEO under the direction of the CWS Board 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.

### 2. Procedures

#### 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 Chair will write a letter of congratulations and welcome.

#### Board Manual

The Chair in conjunction with the CEO shall forward to the new member a copy of CWS's Board Induction Manual. The manual will serve as an initial introduction to the group as well as an ongoing reference. It should include:

- relevant organisational documents such as the mission statement, constitution/rules, strategic plan, policies, current year-to-date budget, and the most recent annual report;
- basic biographical and contact information about Board members, and senior staff;
- meeting schedule and calendar of upcoming events;
- introduction to the group's operational and committee structure;
- information about the Board and Board members' roles and responsibilities, including the Board Attendance Policy;
- an overview of Boards indemnity insurance cover;
- any other necessary background information.

#### Introductions

The Chair shall introduce the new member to other members of the Board, CEO (and senior staff, if appropriate) as soon as possible after their appointment, and seek to involve the member socially in Board activities by inviting them to social functions.

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

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## Briefing

The Chair and CEO 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;
- offer the member a copy of Our Community's book, *Surviving and Thriving as a Safe, Effective Board Member*.

The Chair 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 CEO shall invite the new Board member to take a tour of the organisation's facilities and introduce them to staff, volunteers, members and the beneficiaries of the group's services.

The CEO 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).

## 3. Related Documents

- [Code of Practice for Board and Committee Members](#)
- [Board Attendance Policy](#)
- [Conflict of Interest Policy](#)
- Developing an Effective Induction Process help sheet (when established)
- Induction Checklist (when established)

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