

Application	Board only
Purpose	To ensure a consistent approach to induction of new board members
References	N/A
Associated policies/procedures	BPM-001 Code of conduct and board responsibilities
Associated forms	BPM-F003 Board induction checklist and feedback form

Introduction

A comprehensive introduction to the Victorian AIDS Council/Gay Men’s Health Centre (VAC/GMHC) and the operations of the Board, allows new directors to be properly informed, supported and welcomed to the Board from the time of their appointment.

Board induction procedure

The President is responsible for the delivery of the induction process and the Board will nominate a mentor to assist the newly appointed director. Newly appointed directors will undertake the induction process as outlined below and will be supplied with the necessary information, training and support to contribute appropriately to the VAC/GMHC Board. For the purposes of this policy, the staff elected representative to the Board is considered a director and shall follow the same process.

1. Initial contact

As soon as possible after the Board (or Members at an election) have confirmed the appointment of a new director, the President shall:

- Make contact with the new director;
- Advise the new director that they will be allocated a mentor, who will conduct the induction process with them;
- Advise that the he/she will be back in contact at the end of the induction program to gather feedback on the induction program and discuss further training requirements.

2. Board induction manual

The President shall provide a copy of the VAC/GMHC Board Induction Manual to the mentor, who will hand it over to the new director and go through the manual with them. The manual will serve as an initial introduction to the board as well as an ongoing reference.

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It should include:

- Board Manual document
- Set of approved Governance Policies
- Constitution of VAC – 2014
- Constitution of GMHC – 2014
- Strategic Plan 2012-2017
- Current Board/CEO Workplan
- Current board member contact details;
- Current committee structure and membership
- Copy of approved minutes for previous six months
- Copy of current approved budget
- Document Financial reporting and budget explanation
- Current organisational chart with names of managers;
- Meeting schedule and event calendar;
- Any necessary background information
- Most recent Annual Report
- Recent Members' Newsletters
- Under the Red Ribbon: Thirty Years of the Victorian AIDS Council/Gay Men's Health Centre
- To be returned to the President:
- Disclosure form relating to Conflict of Interest
- Code of conduct declaration form
- Board induction checklist and feedback form

3. Mentor responsibilities

The mentor should:

- Draw the new director's attention to the roles and responsibilities of the Board and the expectations of them as an individual;
- Explain the process of decision making;
- Outline the board performance and evaluation process;
- Discuss any questions/concerns the new director may have;
- The assigned mentor shall take the new director through the minutes of recent meetings (last 6 months) and brief them on the issues the Board is currently dealing with, or will be looking at in the future
- Provide their login and password for board intranet, and explain its use.

4. Meeting with CEO and tour of Peter Knight Centre

The CEO will arrange to meet with the new director. As part of that briefing, the CEO will:

- Discuss main issues the organisation is currently dealing with, an overview of funding arrangements and provide an overview of the HIV epidemiology
- Where possible, introduce the new director to the Senior Management Team
- Hand over the access card and instructions for access to the facility
- Take photo for website

- Conduct a tour of the Peter Knight Centre and introduce them to the staff and tenants where appropriate;
- Arrange for the new director to be invited to do the volunteer induction program.

5. Feedback

At the end of the induction process, the new director shall meet with the President. The President shall ask for feedback on the induction process so that the process can be improved in the future. This will be done by way of the Board Induction Checklist and Feedback Form. The President will check to ensure the new director feels fully prepared for the role and answer any final queries.

6. Further training

The Governance Committee is responsible for the ongoing training and professional development of directors. It is the expectation of the Governance Committee that all directors will avail themselves of training opportunities offered to the Board. If not already completed, all directors will be expected to undertake:

- Governance training
- Financial literacy training