

Resource 14: Board induction

Expectations about behaviour are met: Welcome

Board induction process

A structured, comprehensive and practical Board induction process will help to ensure that new Board members are aware of their roles and responsibilities and understand the association's aims, objectives and operations. This will help to boost their confidence and aid decision making.

The induction process should usually be a face-to-face structured session with key people and involve a formal welcome to the new Board member by the chairperson and discussion on the:

- values, culture and history of the board (Board charter, code of conduct, etc.)
- key documents (constitution, strategic plan, policies, procedures)
- values, culture and history of the sport and association
- core business
- key roles of the board (provide role descriptions)
- inclusion and diversity practices (in the association office and in the sport)
- decision-making process
- key legal and financial requirements of the directors and what this means in terms of behaviour and expectations of the Board (fiduciary duties)
- perceived strengths and deficiencies of the Board (consider conducting a performance evaluation and skills audit)
- workload (including expectations and time commitment, flexibility options for Board members with parental/caring responsibilities)
- chairperson's expectations of directors
- subcommittee responsibilities
- current issues, priorities and strategies (of the Board and the association).

Consider providing training (e.g. diversity, disability awareness) and compiling the above information into a Board Manual so that it can be easily accessed, distributed and updated when required. A checklist may also be helpful to ensure that all relevant information has been delivered. It is also good practice to provide time for the new director to self-assess their knowledge in key areas (provide advice on where they can seek further clarification and knowledge if needed), and to assign a mentor.

Useful resources

- **Everyone Wins Resource 32 – Constitution clauses to support Board diversity** for information on the importance of a diverse Board and tips on how to achieve a Board that is more representative of the community.
- vicsport Good Governance Toolkit - a resource that delivers practical information and templates for consideration by Boards, Chairs, CEO's and other key figures responsible for the quality of corporate governance in sporting organisations. The Tool Kit aims to assist State Sporting Associations to improve governance practices and gender representation at a board and leadership level - <http://www.vicsport.com.au/womenssport/womenonboards/toolkit/>
- Board building – recruitment, induction, training and succession (our community) http://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1300

Developed in collaboration

Collaboration leader: