# Board induction checklist

Things you might include in your induction program for new board members.

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| What | PHASE 1 – Before the board member starts | Who |
| **Welcome /** **administration** | Contact board member either by phone or email and:* welcome them to the PBC
* ask when the board member can start
* tell them the meeting dates and locations
* ask if they needs travel assistance
* tell them who they should ask for when they arrive.
 | *Chair or secretary* |
| **Planning** | Provide documents about the function and services of the Corporation:* history of organisation
* vision and mission
* ethics, values, and philosophy
* board and corporate structure
* strategic plan
* finance and audit documents.
 | *Chair or secretary* |
| **Policy documents** | Provide policies and procedures:* rule book
* conflict of interest policy
* risk policy
* code of conduct
* communications strategy
 | *Chair or secretary* |
| **Governance** | Provided copies of relevant meeting notes:* schedule of dates of board meetings
* previous board meeting minutes
* contact details of all board and committee members.
 | *Chair* |
| **Finance** | Provide copies of:* annual report, budget and accounts
 | *Chair* |
|  | **PHASE 2 – When the new board members arrive at their first meeting** | **Responsibility** |
| **Welcome** | Welcome and introduction to board members and staff. Provide a tour of site/office. | *Chair*  |
| **Governance** | Explain corporation function, services and any of the policy documents if necessary: | *Chair*  |
| **Governance** | * initial discussion of individual’s contribution
* explain performance assessment and review process
* discuss what training they need.
 | *Chair* |
| **Strategic planning** | Update on scheduled board meeting dates, last board meeting, strategic plan and progress  | *Chair and CEO* |
| **Finance** | * update on finance
* report on budget.
 | *Chair* |

Template adapted by AIATSIS from [Leading Governance](https://www.leadinggovernance.com/resource-public/people/board-member-induction-checklist).