# 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).