



## **Board Member Induction Policy**

### **Background**

Every new Director (or Board Officer) should have a formal induction to the Board and their duties/responsibilities. This can be broken down in to:

- Introduction
- Documentation
- Mentoring
- Training

### **Introduction**

The Board Chair is to introduce the newly elected/appointed Director to the rest of the Board members, immediately after their election.

### **Documents**

The following documents are to be available or provided to the newly elected Director:

- the Constitution
- Standing Orders
- By Laws
- All policies and procedures
- Previous Board minutes, for at least the past year
- Strategic Plan, Business plan and Marketing Plan
- The most current Financial Report
- The current budget (and the next year's budget, if available)
- The Board Calendar

### **Mentoring**

The Chair is to appoint a mentor for the new Director to explain the workings of the Board.

### **Training**

The cost of online training offered by various organisations to Directors of Not-for-profit community organisations in their responsibilities will be met by Croquet Australia. In the case of a major change in the Board, such training may be provided by a face to face presentation to all members on the day following the AGM and elections.