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Orientation and Induction for New Board Directors

All new Board Directors will be provided with a comprehensive orientation and induction into their role to enable them:

- to understand their responsibilities and duties, how the organisation operates and what is expected of them
- to settle into their role quickly, perform their duties competently and contribute effectively to the work of the Board.

Record of policy development

Version	Date approved	Date for review
2020/1	August 2020	August 2022

Responsibilities and delegations

This policy applies to	All new Board Directors
Policy approval	Board of Directors

Policy context – this policy relates to:

Standards	Human Services Quality Standard Indicator 1.1 Human Services Quality Standard Indicator 1.2 Human Services Quality Standard Indicator 1.3 Australian Charities and Not-for-profits Commission Governance Standards
Legislation	ACNC Act Corporations Act ASIC
References	Yooralla National Disability Services
Organisation policies	Board Structure and Appointment Training and Development for Board members
Forms, record keeping, other documents	Board Orientation Manual Board Induction Checklist (Attachment A)

Procedures

The orientation and induction program

To help familiarize them with Life Choice and a Director's role and responsibilities, new Directors will undergo an induction process which will combine a review of key documents with briefings on Life Choice from both executives and the Chair.

The documents and training to be included in the induction package for a new Director is set out in Attachment A and also includes:

- a briefing on current issues and the work program of the Board
- a physical tour of the premises
- an opportunity to meet staff.

This induction process will be conducted over a series of sessions and it would be expected to be completed within the first three months after the Director has been appointed and taken up her/his position.

The Company Secretary will maintain a record of new Board Director induction, showing who has received induction, the dates of induction and the material covered

Director Selection and Induction

While the Members have the ultimate power to elect Directors (clause 8.2 of Life Choice's Constitution), Standards Australia (AS 8000-2003) (and clause 8.3 of Life Choice's Constitution) states that it is the responsibility of the Board to ensure that it has the appropriate level of skills and experience required to fulfil its duties. The Board will fulfill these responsibilities using the following processes for Director Elections and filling casual vacancies.

Director Election

The Board is responsible for overseeing the process of Director Election. In this regard, it is responsible for:

- Developing a set of necessary and desirable Skills Matrix of Life Choice's Directors;
- Assessing the credentials of Director Nominations for Director Positions; and
- Initiating and overseeing the Director nominations process prior to the AGM;

In assessing nominees for Directorships, the Board will have regard to the skills and qualities outlined in the Skills Matrix, as well as the person's integrity in the conduct of business activities, their reputation with the community and the Disability Sector; the person's competence and experience relative to the duties involved and other business interests.

The Board will also ensure that the background of all nominees is provided to Members prior to elections so that the Members are able to make a fully informed decision. This information will include:

- Professional background;
- Education;
- Prior service on Board of Directors; and
- Any special hard or soft skills that the nominee will bring to the position.

Casual Vacancies

Life Choice's Constitution Clause 8.9 states, that the Board has the ability to appoint casual vacancies. These appointments must be approved by the members before the end of the AGM following any casual appointment. Where casual vacancies arise, the Board will apply the same screening and nomination processes used for Director elections as stated above, before any Board decision for appointments to fill the casual vacancy/s. Included in the nomination process will be;

- Federal Police check
- Blue Card with Yellow Card exemption
- Bankruptcy Register Search

Board/Management Committee Orientation Manual

The Board Chair will be responsible for reviewing the Orientation Manual annually and ensuring materials are kept up to date.

It will include:

- an organisational chart
- a copy of Board policies and procedures
- a copy of the delegations of authority
- copies of the constitution
- the current Strategic Plan
- the most recent Annual Report
- content overview of the organisation's policies and procedures with instructions on accessing policies
- relevant contact information for Board Directors and staff.

Attachment A: Induction Checklist

For Consideration	Detail	Responsible Director/Executive	Date of Issue	Date of Completion and sign off by the Responsible Director/Executive
Details of relevant legal requirements under the 2001 corporations Act	Sections 180 -184, 189 – 192 and 195 Directors Duties	Company Secretary		Date Signature
Explain the requirements of major statutory bodies	I.e. ACNC,ASIC etc.	Company Secretary		Date Signature
Board Governance Policy	In particular, the issues of the role of individual Directors, Director nomination, appointment, rotation, expectation, evaluation & development	Chairperson		Date Signature
Constitution of Life Choice	In particular, Division 8 Powers & duties of Directors, Division 8 regarding Directors including, elections of Directors	Company Secretary		Date Signature
Board Calendar	Give details of past, recent and likely future developments relating to the Board including any anticipated changes	Company Secretary		Date Signature

Last Annual Report		Company Secretary		Date
				Signature
Last set of Board Papers		Company Secretary		Date
				Signature
Last two Life Choice's Newsletters		Company Secretary		Date
				Signature
The Organisational Structure	Run through given background information for, key people in the organisation including an outline of their position	Company Secretary		Date
				Signature
All major policies in the area of compliance and risk management	Explain Compliance Program including reporting arrangement and compliance tools e.g. checklists and any questionnaires	Company Secretary		Date
				Signature

Relevant Insurance Policies	Particularly the Indemnity/ D&O Policy Clause 12.2 of Constitution	Company Secretary		Date Signature
Annual Budget	Give full overview, paying special attention to the last quarterly performance and compliance	CEO		Date Signature
Give an overview of Life Choice including items listed in oversight column	<p>A Life Choice background briefing;</p> <p>An industry background briefing also includes current position and future expectations:</p> <p>Competitor analysis; Member surveys/analysis; Details of past annual performance; Current financial structure; and Other important information</p>	CEO		Date Signature

Board Financial Reports and Financial Compliance Reports	Explain the report	CEO		Date Signature
The current strategic plan		Chairperson		Date Signature
The roles and responsibility of a Director		Chairperson		Date Signature

Director Induction Training completed;

Date

Director's Name
Signature

Chairperson's Name
Signature