

## Board Induction Process

A comprehensive induction to an organisation allows new board members to be properly informed, supported and welcomed from the time of their board appointment. Vicsport's governance research has revealed that a well-developed and delivered board induction process can strongly influence a new board member's experience and involvement in discussion and decision making. It was especially influential for females entering an all-male board with findings indicating that new board members were far more likely to contribute to the board sooner following a comprehensive board induction.

### Purpose of an Induction Process

The ASC Sports Governance Principles (2012) states that the board should ensure all new board members undergo an appropriate induction process. The induction process should ensure that all board members have:

- An appropriate level of knowledge of the sector in which the organisation operates,
- A clear understanding of an organisation's business operations,
- A clear understanding of the organisation's financial circumstances,
- A clear understanding of the organisation's strategy and direction,
- A clear understanding of what is expected of the board member in their role, including legal responsibilities,
- A high-level knowledge of the business risks that may affect the organisation's success, and
- Access to relevant background information.

Management should provide a briefing session to all new board members once they have had time to assess the information listed above. This will allow them to address any concerns or queries they may have regarding the organisation. In addition, each new board member should receive:

- A letter of appointment outlining the role and expectations in their role,
- A copy of the directors and officer's insurance, and
- A copy of the constitution, board charter, governance policies, strategic plan and any other key governance documents.

### Developing your Organisations Induction Process

Many organisations will already have an informal process of induction in place, however the following steps have been provided to assist with strengthening and formalising board member inductions:

1. Review what is already in place
2. Gain feedback from current board members
3. Update or develop key induction documents as needed, including:
  - a. Board Induction Policy
  - b. Board Induction Checklist
  - c. Board Introduction Letter
  - d. Board Role Description
  - e. Board Code of Conduct
4. Follow the process outlined in your Induction Policy, ensuring key organisation information and documents are provided to new board members
5. Update your induction process regularly based on feedback of new board members as they join the board and good governance practice.

## Key Documents

Vicsport has the following resources available through the Good Governance Toolkit to assist sporting organisations with the development and implementation of a thorough induction process:

Document	Description	Resource
Board Induction Policy	Outlines the purpose and implementation of the board induction process.	<a href="#">Board Induction Policy</a>
Board Induction Checklist	A useful tool to ensure that all procedures outlined in the induction policy have been carried out.	<a href="#">Board Induction Checklist</a>
Board Introduction Letter	Sent by the Chair/President to new board members soon after their election or appointment to the board to formally welcome the new board member onto the board and outline what the induction process will entail.	<a href="#">Board Introduction Letter</a>
Board Role Description	Outlines the key roles of the board member and should form the basis of all board operations and discussions.	<a href="#">Board Member Role Description</a>
Board Code of Conduct	Clearly describes the expectations of board members specifically relating to the behaviour, culture, values and ethical standards as agreed to by the board. A Code of Conduct may also assist to manage conflicts or disputes should they arise.	<a href="#">Board Code of Conduct</a>
Mentoring and Support	Board behaviour and culture can be significantly enhanced by providing appropriate mentoring and support for board members. If newly appointed board members are assigned a mentor they are more likely to feel welcomed into their position, feel included in the board culture, have greater self-confidence and feel better informed to contribute to discussion and decision making sooner.	<a href="#">Mentoring and Encouragement Fact Sheet</a>

## Further Information:

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