BOARD MEMBER INDUCTION POLICY

Policy number	NA	Version	3
Drafted by	Karen Zirkler & Nick Reid	Approved by Board on	10 June 2026
Responsible person	Karen Zirkler	Scheduled review date	June 2029

1. Introduction

The effective operation of any organisation relies on its board, and the effective operation of the board relies on all its members having a full command of the necessary information and expertise.

2. Purpose

This policy seeks to ensure that new members of the board are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the board from the time of their election.

3. Policy

New Board members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the board.

Southern New England Landcare can assist board members identify appropriate governance and professional development training opportunities relevant to their role, with ACNC, ICDA and AICD, as well as in relation to WHS governance.

4. Review

This policy will be reviewed periodically by the board to ensure it remains appropriate and effective.

5. Authorisation

Em Prof Nick Reid
Chair
Southern New England Landcare Ltd

10 June 2023

BOARD MEMBER INDUCTION PROCEDURES

Procedure number	NA	Version	2
Drafted by	Karen Zirkler & Nick Reid	Approved by CEO on	10 June 2026
Responsible person	Karen Zirkler	Scheduled review date	June 2029

1. Responsibilities

It shall be the responsibility of the CEO to ensure that the materials specified in this policy are prepared and copied and to ensure that the procedures specified in this policy are implemented appropriately.

2. Procedures

a. Initial Contact

As soon as possible after the Board has confirmed the appointment of a new member the CEO shall contact the new member to let them know the outcome. The Chair will write a letter of congratulations and welcome.

b. Board Manual

The CEO shall forward to the new member a copy of Southern New England Landcare's Board Manual. The manual will serve as an initial introduction to the organisation as well as an ongoing reference. The manual is an electronic document that binds together the following key organisational documents:

- Constitution
- Strategic Plan
- Latest Annual Report including audited financials
- Recent Board Minutes
- Board Roles & Responsibilities Policy
- Conflict of Interest Policy
- Consensus Decision-Making Policy
- WHS overview
- Risk Management Policy
- Board meeting schedule and governance calendar
- Organogram and key organisational contacts
- Committee structure
- Current major projects/grants summary
- SNEL web address and link to all policies and procedures

c. Introductions

The CEO shall introduce the new member to other members of the board (and senior staff, if appropriate) as soon as possible after their appointment, and seek to involve the member socially in board activities by inviting them to social functions.

The CEO shall nominate an experienced board member to act as mentor to the new member to assist orientation and governance understanding during the initial induction period.

d. Briefing

The CEO or a delegated board member, shall engage in a face-to-face induction session with the new member, that will:

- draw the new member's attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual
- include information about directors' legal and fiduciary duties, including duties relating to good faith, care and diligence, conflicts of interest, confidentiality and financial oversight
- provide an overview of the organisation's Work Health and Safety responsibilities, risk management framework and incident reporting processes
- review current strategic priorities, major funding sources, key organisational risks and major partnerships
- alert them to the need to maintain confidentiality regarding sensitive organisational, personnel and commercial information
- emphasise their requirement to disclose actual, potential or perceived conflicts of interest in accordance with organisational policy
- familiarise them with the organisation's governance culture, including collaborative and consensus-based decision-making approaches
- discuss any concerns they may have.

The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Board is currently dealing with or will be looking at in the future.

e. Tour

The CEO shall invite the new Board member to take a tour of the organisation's facilities and introduce them to staff, volunteers, members, and the beneficiaries of the group's services.

The CEO shall show the new member where the Board meets, where to park their car or access transport, where the kitchen is, where the toilets are, where the photocopier and other office equipment is (and the rules for its use).

Where practical, induction will include exposure to organisational projects, field activities and stakeholder relationships.

f. Related Documents

- Conflict of Interest Policy

3. Authorisation

Karen Zirkler
CEO
10 June 2026