

Application	Board only
Purpose	To ensure a consistent approach to induction of new board members
References	N/A
Associated policies/procedures	BPM-001 Code of Conduct and Board Responsibilities
Associated forms	BPM-F003 Board Induction Checklist and Feedback Form
Thorne Harbour Health	The Victorian AIDS Council Inc (VAC) and the Gay Men's Health Centre Inc (GMHC) are separate legal entities and 'incorporated associations' for the purposes of the <i>Associations Incorporation Reform Act 2012</i> (Vic). Each of VAC and GMHC is overseen by independent volunteer Board members, elected or appointed under the Constitutions for each entity. The entities operate under the trading name of Thorne Harbour Health. Each of VAC and GMHC is registered with the Australian Charities and Not-for-profits Commission. A reference to 'the Board' refers to the collective or committee of Board members of both VAC/GMHC.

Introduction

A comprehensive introduction to Thorne Harbour Health and the operations of the Board, allows new Board members to be properly informed, supported and welcomed to the Board from the time of their appointment.

Board induction procedure

The President is responsible for the delivery of the induction process and the Board will nominate a mentor to assist the newly appointed Board member. Newly appointed Board members will undertake the induction process as outlined below and will be supplied with the necessary information, training, and support to contribute appropriately to the Thorne Harbour Health Board. For the purposes of this policy, the staff elected representative to the Board is considered a Board member and shall follow the same process.

1. Initial contact

As soon as possible after the Board (or Members at an election) have confirmed the appointment of a new Board member, the President shall:

- Make contact with the new Board member
- Advise the new Board member that they will be allocated a mentor, who will conduct the induction process with them
- Advise that they will be back in contact at the end of the induction program to gather feedback on the induction program and discuss further training requirements.

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2. Board induction manual

The President shall make available the Thorne Harbour Health Board Induction Manual to the mentor, who provide this to the new Board member and go through the manual with them. The manual will serve as an initial introduction to the Board as well as an ongoing reference.

The manual should direct the incoming Board member to:

- Set of approved Governance Policies
- Constitution of VAC 2016
- Constitution of GMHC 2016
- Strategic Plan 2018-2023
- Current Board workplan
- Current Board member contact details
- Current Committee structure and membership
- Copy of approved minutes for previous six months
- Copy of current approved budget
- Document Financial reporting and budget explanation
- Current organisational chart with names of managers
- Meeting schedule and event calendar
- Any necessary background information
- Most recent Annual Report
- Recent Members' Newsletters
- Under the Red Ribbon: Thirty Years of the Victorian AIDS Council/Gay Men's Health Centre
- To be returned to the President:
 - Interests Disclosure form
 - Code of Conduct Declaration Form
 - Board Induction Checklist and Feedback Form

3. Mentor responsibilities

The mentor should:

- Draw the new Board member's attention to the roles and responsibilities of the Board and the expectations of them as an individual
- Explain the process of decision making
- Outline the Board performance and evaluation process
- Discuss any questions/concerns the new Board member may have
- The assigned mentor shall take the new Board member through the minutes of recent meetings (last 6 months) and brief them on the issues the Board is currently dealing with, or will be looking at in the future
- Provide their login and password for the Board intranet, and explain its use.

4. Meeting with CEO and Tour

The CEO will arrange to meet with the new Board member. As part of that briefing, the CEO will:

- Discuss the main issues the organisation is currently dealing with and an overview of funding arrangements
- Where possible, introduce the new Board member to the Senior Management Team
- Take a photo and provide instructions for access to the facility
- Conduct a tour of site operations and introduce them to staff where appropriate
- Arrange for the new Board member to be invited to do the volunteer induction program.

5. Feedback

At the end of the induction process, the new Board member shall meet with the President. The President shall ask for feedback on the induction process so that the process can be improved in the future. This will be done by way of the Board Induction Checklist and Feedback Form. The President will check to ensure the new Board member feels fully prepared for the role and answer any final queries.

6. Further training

The Governance Committee is responsible for the ongoing training and professional development of Board members. It is the expectation of the Governance Committee that all Board members will avail themselves of training opportunities offered to the Board. If not already completed, all Board members will be expected to undertake:

- Governance training
- Financial literacy training.