

<b>The Junction Club House Cairns Ltd (The Junction)</b>		
<b>Policy: Induction of governing body</b>		
Policy number: JQS P1.2	Date adopted: 22/08/2018	
Authorised by: The Board		
Date last reviewed:  21/10/2020	Reviewed by:  Quality Review Panel	Date of next review:  21/10/2022

<b>Related Documents:</b>	
<b>Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction</b>	<ul style="list-style-type: none"> <li>• The Junction Constitution</li> <li>• Code of Conduct policy</li> <li>• Privacy &amp; Confidentiality policy</li> <li>• Service Agreements</li> <li>• Work, Health &amp; Safety policy</li> </ul>
Other standards	<ul style="list-style-type: none"> <li>• National Mental Health Standards</li> <li>• Human Services Quality Standards</li> <li>• NDIS Practice Standards</li> <li>• ACNC</li> </ul>
Legislation or other requirements	<ul style="list-style-type: none"> <li>• Incorporations Act 2001</li> <li>• Human Rights Act 2019 (QLD)</li> </ul>

## **1. Purpose:**

The purpose of this policy is to ensure new Board members of The Junction are provided with a comprehensive orientation and induction into their role as members of the governing body, to enable them to understand their responsibilities and duties, how our organisation operates, and the expectations we have of them. This assists them to settle into their role quickly, perform their duties competently, and be a productive member of the governing body.

## **2. Scope**

This policy will apply to all new members of The Junction Board and employee responsible for supporting and assisting the board.

## **3. Policy statement: Our commitment**

The Junction is committed to providing effective induction for all members of our board. Specifically, we will:

- develop a set of induction materials, including an induction checklist and induction kit
- assess the specific needs of new board members and design an induction program that will meet their needs
- provide induction programs for all new board members in a timely manner
- maintain records of induction programs completed.

## **4. Procedures**

### **4.1 Maintaining an up-to-date induction kit**

The induction kit may include:

- a checklist for people who are coordinating an induction program
- a set of resource materials for board members, including:
  - an overview of the organisation's purpose and work
  - roles and responsibilities of board members
  - what is expected of board members

- meeting schedules and processes
- key policy documents
- a copy of the organisation’s constitution.

The Director is responsible for the development and maintenance of the induction kit and the kit will be reviewed every two years.

## 4.2 Induction

Induction will be:

- run within 1–2 months after the election or appointment of new members.
- offered in one or more of the following ways: as a face-to-face group session, one-to-one mentoring, self-directed reading of an induction kit, or a combination of these methods.
- organised by the Director.

## 4.3 Maintaining induction records

Induction Records will record:

- Participant name
- Date
- Method of delivery.

The Director is responsible for the records.

## 5. Review processes

Policy review frequency: 2 Yearly	Responsibility for review: The Director
Review process: The Director as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and communication: All policy decisions will be documented and communicated through the Quality Review Panel observing the Document Control HTTL. Note: add version number after review.	