

# Training and Development of a Governing Body Policy

## 1. PURPOSE

The purpose of this policy is to provide Board members of The Junction with ongoing opportunities for training and skill development to enable them to further develop their capacity as Board members. This assists them to perform their duties well, to be an effective member of the governing body, and to provide our organisation with informed governance.

Related documents	
Related policies and procedures, how-to task lists, forms, registers or other organisational documents of The Junction	<ul style="list-style-type: none"> <li>• The Junction Constitution</li> <li>• JQS.P6.1 Code of Conduct</li> <li>• JQS.P1.19 Privacy and Confidentiality Policy</li> <li>• JQS.P1.16 Work Health and Safety Policy</li> <li>• Service Agreements</li> </ul>
Other standards	<ul style="list-style-type: none"> <li>• National Mental Health Standards</li> <li>• The International Standards for Clubhouse programs</li> <li>• NDIS Practice Standards</li> <li>• Human Services Quality Standards</li> <li>• ACNC</li> </ul>
Legislation or other requirements	<ul style="list-style-type: none"> <li>• Human Rights Act 2019 (QLD)</li> <li>• Incorporations Act 2001</li> </ul>

## 2. Scope

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

## 3. Policy Statement

The Junction is committed to providing effective training and development for all members of our Board. Specifically, we will:

- Identify and review training and development needs of Board members
- Establish a budget for the provision of training and development
- Establish training and development priorities
- Provide training and development opportunities

## 4. Procedures

### 4.1 Identifying training and development needs

The Junction will identify and review the skills development needs of Board members by:

- Group discussion by the Board on the range of skills development they believe is needed
- Individual Board members completing self-assessment
- Consideration of current planning documents such as the Strategic Plan, which may indicate new directions requiring new skills for the Board or management committee
- Consideration of current Service Agreement or regulatory requirements, and any new skills/knowledge required

## Induction of a Governing Body Policy

### 4.2 Allocating resources

When planning the Annual Budget, consideration will be given to the training and development needs of Board members. Priority will always be given to the needs of the members of The Junction and meeting current Service Agreement or regulatory requirements.

### 4.3 Providing training and development opportunities

The Junction will encourage training and development of Board members by:

- In-house training or development sessions
- Attendance at external training courses or information sessions
- Self-directed reading or online training

Records of training and skill development undertaken by Board members will be stored electronically.

The Junction Clubhouse Cairns Ltd (The Junction) – Training and Development of a Governing Body		
Document number: JQS.P1.3 v2	Authorised by: The Director	Date adopted:
Date last reviewed: 21/10/2020	Reviewed by: Quality Review Panel	Date of next review: 21/10/2022