

# Induction of a Governing Body Policy

## 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.

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 new members of The Junction Board and employees responsible for supporting and assisting the Board.

## 3. Policy Statement

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 completed induction programs

## 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 organisations' purpose and work
  - Roles and responsibilities of Board members
  - Expectations of Board members
  - Meeting schedules and processes
  - Key policy documents
  - A copy of the organisations' constitution

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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 2 months following 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 of induction
- Method of delivery

The Director is responsible for the records.

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