

<b>The Junction Club House Cairns Ltd (The Junction)</b>		
<b>Policy: Training and development for governing body</b>		
Policy number: JQS. P1.3		Date adopted: 22/08/2018
Authorised by: The Board		
Date last reviewed: 21/10/2020	Reviewed by : Quality Review Panel	Date of next review: 22/10/2022

<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>• The International Standards for Clubhouse programs</li> <li>• Human Services Quality Standards</li> <li>• NDIS Practice Standards</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 provide members of The Junction Board 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.

## **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: Our commitment**

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 within the board
- 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 skill development needs of board members by:

- group discussion by the board of the range of skills development they believe is needed
- individual board members completing self-assessments
- 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 indicated.

## 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 kept electronically.

## 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.	