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## **BOARD MEMBER INDUCTION POLICY**

**SWA Policy No:** 01  
**Drafted:** January 2007  
**Adopted:**  
**Amended:**  
**Version:** 01

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### **Purpose**

To outline induction procedures for new members of the South West Arts Inc Board.

### **Policy**

All Board members are expected to contribute to Board meetings to the best of their ability. To facilitate this, the Board will guarantee a thorough induction into the affairs of both the Board and the organisation at large, its issues, current concerns, staff, its financial position and its liabilities and assets.

1. New Board members will receive a "New Board Member Pack", including a copy of all Board level policies with a copy of the previous year's annual report and an up-to-date copy of year-to-date financial statements and the organisation's Constitution.
2. New Board members will meet with the Chair after being given the "New Board Member Pack" and preferably before their first general meeting. The meeting with the Chair may be held as a group session or with individual new Board members. Its purpose is to answer any questions the new Board member/s may have and to help familiarize them with the Board's governance role.
3. New Board members will also meet with the Executive Officer. The purpose of this meeting is to familiarize the new member/s with the staff's operational role, to tour the facility and to meet staff.
4. New Board members will sign a Board Contract indicating they are fully aware of their role and its implications and accept this position.