



PLAYERS Inc.
a Sub-Committee of the Kyogle & District Arts Council

VILLAGE HALL PLAYERS INC

**PO BOX 622
KYOGLÉ NSW 2474**

BOARD INDUCTION POLICY

Policy number	0002	Version	01
Drafted by	Lynette Zito	Approved by	
Responsible person	Secretary	Board on	
		Scheduled review date	

1. INTRODUCTION

1.1 The effective operation of any organisation relies on its Board and the effective operation of the Board relies on all its members having a full command of the necessary information and expertise.

2. PURPOSE

2.1 This policy seeks to ensure that new members of the Board OF Village Hall Players Incorporated are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board from the time of their election.

3. POLICY

3.1 New Board members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board.

BOARD MEMBER INDUCTION PROCEDURES

1. RESPONSIBILITIES

It shall be the responsibility of the Secretary to ensure that the materials specified in this policy are prepared and provided to the new Member. The President will ensure that the procedures specified in this policy are implemented appropriately.

2. PROCESSES

2.1 Initial Contact

The President will offer the new member congratulations and welcome.

2.2 Introductions

The President shall nominate a member of the Board to act as mentor to the new member who will and seek to involve the new member in Board activities.

2.3 Board Manual

The Secretary shall forward/give to the new member a copy of Village Hall Players Incorporated's Board Manual. The manual will serve as an initial introduction to the group, as well as an ongoing reference. It should include:

- relevant organisational documents such as the mission statement, constitution/rules, strategic plan, policies, current year-to-date budget, and the most recent annual report;
- basic biographical and contact information about Board members;
- meeting schedule and calendar of upcoming productions;
- introduction to the group's committee structure;
- information about the Board and Board members' roles and responsibilities, including all relevant Board Policies;
- an overview of officers' insurance cover; and
- any other necessary background information.

2.4 Briefing

The President shall engage in a face-to-face induction session with the new member and the member's mentor is the new member agrees, that will:

- draw the new member's attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual;
- advise the new member where Board meetings are held; and
- discuss any concerns the new member may have.

The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Board is dealing with now or will be looking at in the future.

AUTHORISATION

Signature of Chair _____

Name of Chair _____

Date _____