



**LACROSSE  
VICTORIA**



**BOARD INDUCTION POLICY**

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## INTRODUCTION

A comprehensive introduction to Lacrosse Victoria and board operations allows new directors to be properly informed, supported and welcomed to the board from the time of their appointment.

The President is responsible for the delivery of the induction process and the board may also wish to nominate a mentor to assist the newly appointed director. Newly appointed directors will undertake the induction process as outlined below and will be supplied with the necessary information, training and support to contribute appropriately to the Lacrosse Victoria board.

## BOARD INDUCTION PROCEDURE

Lacrosse Victoria believes that the foundation of the board should rest with a culture of inclusiveness. It is expected that all directors act in an inclusive manner.

### 1. Initial Conduct

As soon as possible after the board has confirmed the appointment of a new member the President shall:

- Make contact with the new member;
- Write a letter of congratulation and welcome;
- Provide a copy of the Board Role Description and Board Code of Conduct; \*
- Advise new director they will be allocated a mentor;
- Issued with OH&S evacuation policy and;
- Confirm when Director of Finance will provide a detailed financial briefing

\* The Board Role Description and Board Code of Conduct should be contained in the Board Manual however it is recommended that these are brought to the new director's attention.

The President should advise the new board member that they will be contacted within 5 working days to commence the Board Induction Program.

### 2. Board Induction Manual

The President shall forward to the new member a copy of the Lacrosse Victoria's Board Induction Manual. The manual will serve as an initial introduction to the board as well as an ongoing reference.

It should include:

- Current board member profiles;
- Relevant organisational documents such as Lacrosse Victoria's Constitution, By-laws, strategic plan, current year-to-date budget, relevant sponsorship and funding agreements and the most recent annual report;
- Organisational chart and contact information for Board members and senior staff;
- Meeting schedule and event calendar;

- Board Charter including information about the Board and Board members' roles and responsibilities;
- Any necessary background information

Give the new board member sufficient time to review the documents and invite them to ask questions.

### 3. Mentor Responsibilities

The mentor should:

- Draw the new board members attention to the roles and responsibilities; of the board and the expectations of them as an individual;
- Explain the process of decision making;
- Outline the board performance and evaluation process;
- Discuss any questions/concerns the new Director may have;
- The assigned mentor shall take the new member through the minutes of recent meetings (last 6 months) and brief them on the issues the Board is currently dealing with, or will be looking at in the future

### 4. Tour

Lacrosse Victoria Manager shall:

- Invite the new board member to take a tour of the Lacrosse Victoria office and introduce them to the staff;
- Provide all materials/information necessary for attending Lacrosse Victoria Board meetings (e.g. OHS evacuation guide)

### 5. Feedback

Once the new board member has settled in they should provide feedback on the induction process to the President so that the process can be improved in the future.

#### Acknowledgements

DeLacy, Geoff, *How to Design & Implement a Board Induction Program*, Australian Institute of Company Directors, Australia, 2004, pps 1-22. Our Community, 2009, viewed 2nd September 2009, [http://www.ourcommunity.com.au/boards/boards\\_article.jsp?articleId=1297](http://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1297) Australian Sports Commission. *Governance Principles – A Good Practice Guide For Sporting Organisations*, Australia 2009, pps 1-24.

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