



**LACROSSE**  
VICTORIA



# Board Induction Policy

Lacrosse Victoria Incorporated  
Reviewed October 2024



# LACROSSE VICTORIA BOARD INDUCTION POLICY

## 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 Secretary 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 Contact

The Chair should advise the new board member that they will be contacted to commence the Board Induction Program within 10 working days of their appointment, or if elected at the AGM, within 10 days after the election of the Chair at the first Board meeting after the AGM.

The Chair shall:

- Make contact with the new member;
- Write a letter of congratulation and welcome;
- Advise the new director of their allocated mentor;
- Confirm when Director of Finance will provide a detailed financial briefing

### 2. Secretary to provide documentation

The Secretary shall either email or advise online location to the new director a copy of the following documents.

- The Board Role Description and Board Code of Conduct;
- Current board member profiles;
- Lacrosse Victoria's Constitution and By-laws;
- Current Strategic plan,
- Current financial year budget;
- Last two financial year statutory accounts;
- Relevant sponsorship and funding agreements;
- The most recent annual report;
- Last 6 months Board minutes;
- Organisational chart and contact information for Board members and LV office staff;
- Board calendar and LV events calendar.

### **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;
- Discuss any questions/concerns the new Director may have after reviewing all the information provided;
- brief them on the issues the Board is currently dealing with or will be looking at in the future;
- Provide all materials/information necessary for attending Lacrosse Victoria Board meetings;
- Request completion of the conflict of interest form;
- There are a number of key documents on the LV website. Look Under "About". Many policies, rules, and other documents are in this section.

Key ones to review are:

- The most recent annual report
- The LV Constitution.

### **4. Tour**

Lacrosse Victoria General Manager shall:

- Invite the new board member to take a tour of the Lacrosse Victoria office and introduce them to the staff;
- Arrange access to the Board General document folder on the LV Office IT system.

### **5. Website Profile.**

The LV Board has agreed to place on the LV website a short profile of each Board member along with a photo so the Lacrosse community can see and know a little about who is on their Board. Can you please send these to the LV Secretary so that they can be placed on the website.

### **6. Training**

LA and the Victorian Government have issued some training requirements which all LV Board members need to complete. Once you have done the following courses, can you please send the LV Secretary evidence such as a certificate for the record.

*The Lacrosse Australia Child safety courses.*

- o Sport Integrity Australia eLearning: Log in to Sport Integrity Australia eLearning. You will need to register initially.

<https://elearning.sportintegrity.gov.au/login>

Courses to complete are:

National Integrity Framework;

Safeguarding Children and Young People in Sport Induction

Safeguarding Recruitment and Screening

The Australian Sports Commission online Governance Foundation course:

- o The Start Line – Sport Governance Foundations course | Australian Sports Commission <https://www.sportaus.gov.au/learning-centre>

## **7. Feedback**

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