

## Board Induction Checklist

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It is important to plan out in advance, the approach that will be taken to helping board members familiarise themselves with their new roles. The following checklist may prove helpful, in identifying the types of information that should be provided to a new director/trustee or committee member, as part of the board role induction process.

### Information Checklist

#### *Orientation Meeting*

<b>Action</b>	<b>By whom</b>	<b>Complete: Yes/No</b>
Board member orientation meeting takes place in advance of first board meeting	Chairperson or CEO/Senior Manager	
Orientation meeting topics discussed: <ul style="list-style-type: none"> <li>• Organisation mission and values</li> <li>• Financial position</li> <li>• Key issues facing organisation</li> <li>• How board meetings are conducted</li> <li>• Timing of board and sub-committee meetings during the year</li> <li>• Procedures for adding items to meeting agendas and extending apologies for meeting non-attendance</li> <li>• Description of fellow board members and their areas of knowledge/expertise</li> </ul>	Chairperson or CEO/Senior Manager	
Health and Safety procedures appropriate to organisation discussed. May include the completion of a Garda Vetting Form if relevant.	Chairperson or CEO/Senior Manager	

### *Meeting Facilities*

This section of the checklist may be of relevance if board meetings are conducted in the organisation's own premises.

<b>Action</b>	<b>By whom</b>	<b>Complete: Yes/No</b>
Tour of premises and building. Identification of fire exits, first aid boxes, water points and safety equipment.	CEO/Senior Manager	
Other relevant details to convey during discussion of meeting facilities: <ul style="list-style-type: none"><li>• Car parking</li><li>• Kitchen/tea-making facilities</li><li>• Toilets/cloakrooms</li><li>• Smoking areas</li><li>• Access to buildings, security</li><li>• Computer systems and Internet access</li><li>• Telephone system and Internal telephone extension list</li><li>• Notice boards</li></ul>		

### *Board Member Induction Pack*

<b>Action</b>	<b>By whom</b>	<b>Complete: Yes/No</b>
Board members should receive a copy of: <ul style="list-style-type: none"><li>• Constitution/Memorandum and Articles of Association/Rules</li><li>• Financial Policy</li><li>• Minutes for the last 3 board meetings</li><li>• Strategic Plan/Business Plan/Annual Work Plan</li><li>• Contact details for fellow board members and sub-committee members</li><li>• Governance Handbook (details legal duties of role and responsibilities of board members)</li><li>• Duties of the CEO/Most Senior Manager and organisation chart</li><li>• Last annual report and accounts</li></ul>	CEO/Senior Manager	

<ul style="list-style-type: none"> <li>• Copies of Policies and Procedures including: Code of Business Conduct, Conflicts of Loyalties Procedure, Confidentiality Policy, Health and Safety Policy, Volunteer Management Policy, Garda Vetting Policy (if relevant)</li> <li>• Copy of Employee Handbook (if relevant)</li> </ul>		
<p>List of other relevant policies to be given to new board members during induction:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	CEO/Senior Manager	
<p>Website and social media accounts managed by the organisation e.g. URL, Twitter, Facebook, LinkedIn, YouTube.</p>		