Omeath District Development Company

Board Induction Checklist

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It is important to help board members familiarise themselves with their new roles. The following checklist is intended to assist with identifying the types of information that should be provided to a new director, as part of the board role induction process.

Information Checklist

Orientation Meeting

Action	By whom	Complete: Yes/No
Board member orientation meeting takes place in advance of first board meeting	Chairperson or General Manager	
Orientation meeting topics discussed: • Organisation mission and values • Role of Board • Financial position • Sources of funding • Key issues facing organisation • How board meetings are conducted • Timing of board and sub-committee meetings during the year • Procedures for adding items to meeting agendas and extending apologies for meeting non-attendance • Description of fellow board members and their areas of knowledge/expertise	Chairperson or General Manager	
Health and Safety procedures appropriate to Limerick Social Service Council. May include the completion of a Garda Vetting Form if relevant.	General Manager	

Meeting Facilities

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

Action	By whom	Complete: Yes/No
Tour of premises and building. Identification of fire exits, first aid boxes, water points and safety equipment.	General Manager	
Other relevant details to convey during discussion of meeting facilities: • Car parking • Kitchen/tea-making facilities • Toilets/cloakrooms • Smoking areas • Access to buildings, security • Computer systems and Internet access • Telephone system and Internal telephone extension list • Notice boards		

Board Member Induction Pack

Action	By whom	Complete: Yes/No
Board members should receive a copy of: • Constitution/Memorandum and Articles of Association • Financial Policy • Minutes for the last 3 board meetings • Strategic Plan and Operations Plan • Contact details for fellow board members and sub-committee members • Governance Handbook (details legal duties of role and responsibilities of board members) • Duties of the General Manager and organisation chart • Last annual report and financial statements	General Manager	

• Copies of Policies and Procedures including: Code of Business Conduct, Conflicts of Loyalties Procedure, Confidentiality Policy, Health and Safety Policy, Volunteer Management Policy, Data Protection Policy, Equal Opportunities Policy, Garda Vetting Policy (if relevant) • Copy of Employee Handbook		
List of other relevant policies to be given to new board members during induction: • • •	General Manager	
Website and social media accounts managed by the organisation e.g. URL, Twitter, Facebook, LinkedIn, YouTube.	General Manager	