

DOCUMENT HRP010

Board Induction Policy

Document Information and Revision History			
Document Owner		Community Connection Incorporated	
Approved By		Manager and Management Board	
Distribution List		Community Connection Staff, Board Members, Individuals and their Families by email and/or mail	
Review Frequency		Every 3 years; or when triggered by an event or finding(s) that identify improvement and/or changes of legislation necessitate an amendment	
Document location		Governance	
Last Reviewed	Date to be Reviewed	Review Team	Nature of amendment
January 2016	January 2019	Management Team	
May 2016	January 2019	Marie	Format Change

1. REFERENCES

National Standards for Disability Services (also compliant with HSQF)

6. Service Management: The service has effective and accountable service management and leadership to maximise outcomes for individuals.

2. COMMUNITY CONNECTION INCORPORATED’S POSITION

Community Connection Incorporated will ensure that new Board Members are aware of their governance responsibilities under legislation and funding agreements, are familiar with the Mission, Values and operation of Community Connection Incorporated and are properly introduced to and included in the Board.

Community Connection Incorporated will ensure that Board Members who take on an executive position are aware of the responsibilities of that position as per Regulation 11 of the Disability Services Act 2006.

3. NEW BOARD MEMBERS

3.1 Induction Materials

Community Connection Incorporated will provide a new Board member with an induction pack to be read before the Induction Meeting.

3.2 Induction meetings

The Manager will meet with the new member to give an introduction to the service, the funding arrangements and reporting requirements and the operation of the service.

Existing Board Members will welcome the new member to the Board at the next scheduled meeting. At this meeting they will give an introduction to the Board and the vision that is held for the service and discuss expectations of Board Members.

4. NEW EXECUTIVE MEMBERS

The Executive will ensure that new Executive Members receive a comprehensive induction into their elected role.

5. REVIEWING INDUCTION MATERIALS

Community Connection Incorporated will ensure that all documents used in inducting Board members are kept up-to-date by including them in the Document Review Schedule.

6. PROCEDURES

The Association will ensure that there are clear procedures in place to ensure that operational practice is in line with this policy and conditions outlined in the Disability Services Funding Agreement.