

New Board Member Induction

It is important when new members are appointed to the board of an organisation that they are given an introduction to fellow board members, the general manager and where possible the CTC staff. They should be shown the CTC facilities, and be briefed on the key issues facing the organisation.

The Director's manual and Board Toolkit (soon to be published) should be provided to the new board member with a welcome letter from the chairman prior to the induction. On the day of the induction both the Director's manual and the Board Toolkit should be discussed with any questions answered so the new board member is clear on their new role.

Key issues to discuss are:

- The board's structure and functions; - deal with any questions raised once the board member has read the board members manual and the toolkit
- The organisation's structure, location and details of the community / areas it serves.
- The history and traditions of the organisation.
- The ownership of the organisation.
- Key challenges facing the organisation.
- Details of the learners, modules covered at the centre, success rates, learner placements, key concerns / issues.
- Risk management:- how the board manage risk via various monitoring activities and audits including Excellence in Corporate Governance, FÁS and Health and Safety.
- Details of FÁS funding and working with the agency.
- IACTO and its role
- Introduction to the centre, the manager and their team with a brief visit if possible to see how the CTC operates on a day to day basis.
- Rules governing conflicts of interest
- Use of external professional advisers

It is helpful if there is a folder that can be viewed and read (especially if original documents cannot be taken off the premises) which could include key documents for example:-

- Memo and Arts
- Details of Directors and Officers Liability Insurance its implications, what it covers & why, where applicable
- Recent annual reports
- The strategic plan including any vision or mission statements
- The business plan
- The names and contact details of the other members of the board with a brief biography, by way of introduction
- Board meeting dates and locations
- Board operations including a board meeting timetable.
- Board evaluation processes and documents.
- Board Code of conduct.
- Composition and role of sub-committees, any minutes or reports from previous months
- Relevant paperwork for sign off for CRO