



Dignity 4 Patients

First Floor
 Park Heights
 Grange Rath
 Drogheda
 Co. Meath

Helpline: 041-9843730
Helpline Text: 086 1654111
Office: 041-9845761

Office Open: Monday – Wednesday
Helpline Hours: 10:00am – 01:00pm

Board Induction Policy - 2018

Policy Statement:

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

Action	By whom	Complete: Yes/No
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"> • Organisation mission and values • Financial position • 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 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.

Action	By whom	Complete: Yes/No
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"> • 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: <ul style="list-style-type: none"> • Constitution/Memorandum and Articles of Association/Rules • Financial Policy • Minutes for the last 3 board meetings • Strategic Plan/Business Plan/Annual Work 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 CEO/Most Senior Manager and organisation chart • Last annual report and accounts • 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) • Copy of Employee Handbook (if relevant) 	CEO/Senior Manager	

List of other relevant policies to be given to new board members during induction: • • •	CEO/Senior Manager	
Website and social media accounts managed by the organisation e.g. URL, Twitter, Facebook, LinkedIn, YouTube.		

Policy	Board Induction Checklist		
	Approved?	Date Approved?	Notes.
Board Member			
Aine McDonough			
Brendan Kerin			
Gemma Byrne			
Grainne Rafferty			
Paul Farrell			
Paul Murphy			
Policy Approved by Minimum Quorum of 3?:		No	
Policy Adopted On Date Of:		00.00.2019	