



## 6. Board Induction

### A. Background

*This policy should be read in conjunction with 1a – Policy definitions.*

### B. Strategic direction

All NZSTA governing Board members are expected to contribute to Board meetings to the best of their ability. In order to facilitate this the Board delegates the President to guarantee a thorough induction into the affairs of both the Board and NZSTA at large, its issues, current concerns, staff, its financial position and its liabilities and assets.

### C. Operational requirements

1. The President welcomes each new Board member to the Board in writing.
2. The Board provides formal induction training for new members and ongoing training to ensure positive support for members in their work on the Board.
3. Each new Board member receives an induction pack that includes copies of
  - a. all NZSTA Board policies,
  - b. the previous year's NZSTA accounts,
  - c. a year-to-date financial statement for the previous calendar month,
  - d. the current financial year's approved budget, and
  - e. all practical day to day documents and equipment required to perform their duties, including Board contact lists, claim forms, etc.
4. Each new Board member meets with the President within six weeks of their election, cooption or appointment for governance familiarisation. This meeting may be held as a group meeting or individually.
5. Each new Board member meets with the GM for an operational familiarisation. This may include a tour of the facility, and/or meeting with staff.
6. The selection, co-option or appointment of any new Board member other than by election by member boards is formally minuted at a Board meeting prior to their first meeting.

## ***Reviewed and approved by the Board***

On this date:

15 April 2016

Signed on behalf of the Board

Lorraine Kerr  
President

