

New Director Induction Schedule



The below induction process should be completed before the Director attends their first Board meeting.

The Director should have already received the Board Policy & Document Handbook, which contains several documents listed below.

Meeting	Issue	Activity	Details
Meeting with Chair	Welcome	Welcome and introduction to the Board	1. Point to Board biogs on website
	Organisation	Explanation of function and services	1. History of organisation 2. Vision and mission 3. Ethics, values and philosophy
	Governance	Outline of Director duties	1. Board and committee structure 2. Initial discussion re: contribution 3. Handbook: Appraisal / review policy 4. Training needs analysis 5. Handbook: Code of Conduct 6. Handbook: Register of Interests 7. Give schedule of upcoming Board meetings & explain process 8. Give copy of last year of Board minutes 9. Handbook: Articles of Association
Meeting with CEO	Internal relationships	Introduction to staff and outline of each functional area of the company	1. Tour of office 2. Meet staff
	Strategic planning	Introduction to strategic approach and direction of organisation	1. Handbook: strategic plan 2. Discuss strategic plan and progress
Meeting with COO	Regulation	Introduction to the Regulatory area of the business	1. Give copy of Regulatory Scheme 2. Give copy of Arbitration Scheme 3. Give copy of the Standards Code & the Standards Code Guidance 4. Discuss significant cases & rulings 5. Outline the purpose of the Code Committee and the Legal Working Group
Meeting with Finance & Audit Committee Chair	Finance	Finance overview	1. Handbook: Annual report and accounts 2. Give copy of most recent Board Finance Report 3. Explain approach to financial reporting & risk 4. Handbook: Financial Policies