Board Member and Academic Board Induction Policy and Procedure

Policy ID	G001
Original version	23 February 2013, 7 August 2017, 3 May 2021
Current version	July 2024
Approval	Approved by Board of Governors, 29 July 2024
Scheduled review date	July 2027
Threshold Standard	6.1
Responsible person	CEO
Appendix A:	Board Orientation/Induction Checklist
Appendix B:	Full list of amendments

1. INTRODUCTION

The effective operation of the School relies on its Board, and the effective operation of the Board relies on all its members having a full command of the necessary information and expertise

2. PURPOSE

This policy seeks to ensure that new members of the Board are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board from the time of their election.

3. SCOPE

This policy applies to all Board members of the Adelaide Central School of Art.

4. POLICY

New Board members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board.

5. RESPONSIBILITIES

The Chief Executive Officer (CEO) of the School is responsible for ensuring that the materials specified in this policy are prepared and copied and for ensuring that the procedures specified in this policy are implemented appropriately.

6. PROCEDURES

6.1 Initial Contact

As soon as possible after the Board has confirmed the appointment of a new member the CEO shall make contact with the new member to let them know the outcome. The Chairperson will write a letter of congratulations and welcome.

6.2 Governance Induction Pack

The CEO shall provide a link to the School's Induction Packto the new member. The pack will serve as an initial introduction to the group as well as an ongoing reference. It includes, inter alia,:

- relevant documents such as the constitution, strategic plan, policies, current year-to-date budget, and the most recent annual report;
- basic biographical and contact information about Board members, and senior staff;
- meeting schedule and calendar of upcoming events;
- introduction to the group's operational and committee structure;
- information about the Board and Board members' roles and responsibilities;

- other necessary background information.

6.3 Introductions
The Chairperson and CEO shall introduce the new member to other members of the Board and senior staff as soon as possible after their appointment.

6.4 Briefing
The Chairperson and CEO shall
- draw the new member's attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual;
- discuss any concerns they may have.

6.5 Tour
The CEO shall invite the new Board member to take a tour of the School's facilities and introduce them to staff.

RELATED DOCUMENTS

- Conflict of Interest Policy (G002)
- Board Orientation/Induction Checklist (see Appendix A)
- Higher Education Standards and Guidance Notes
- Incorporated Associations Act

AUTHORISATION

Approved at Adelaide Central School of Art Board of Governor's meeting 29 July 2024

APPENDIX A: Board Orientation/Induction Checklist

Member's Name:

	OK	N/A
Meet other Board Members		
Meet CEO and Other Senior Managers		
Tour of the School		
Explain operation of the Gallery		
Briefing by Chair and/or CEO on Current Issues		
Briefing by CEO and/or Accountant on Current Financial Position		
Governance induction pack* provided		
Explain cost reimbursement arrangements for Board members, as appropriate		

* Governance Folder includes:

- Constitution
- Board Policies, Procedures and Guidelines
- The School's Governance and Management Structure
- Board Delegations of Authority
- Board meeting dates for current year
- Contact details of Board Members
- Brief CVs of Board Members
- Terms of Reference for Board Committees
- Board Sub-Committee membership
- Current Strategic Plan
- Latest Annual/Financial Report
- Student Handbook
- Current Risk Assessment and Risk Management Plan
- Current Business Plans

APPENDIX B: Policy Amendments

1. Updated template. July 2017.
2. Updated related documents with links to the Higher Education Standards and Incorporated Associations Act. May 2021