

# Board Member Induction Outline

Number	Item	Responsibility
1	Objectives of the Board Member Induction Process	
2	Welcome	Chair
3	History	CEO
4	Constitution	Chair
5	Governance <ul style="list-style-type: none"> <li>• Board and Committee Structures</li> <li>• Directors Responsibilities – Company's Act 2014</li> <li>• Governance Handbook – Contents and Key Policies</li> <li>• Profile of the current directors and the CEO</li> <li>• Regulatory Responsibilities - Charity Regulators Code</li> </ul>	Chair & CEO

	Item	Responsibility
6	Strategic Plan, Implementation Plan and Annual Business Plan	Chair & CEO
7	Organisation Structure and Key Services	CEO
8	Annual Report and Financial Statements	CFO
9	Finance – Business Model and Current Budget	Chair of Finance Audit and Risk, CFO
10	Directors & Officers Insurance	
11	Other matters <ul style="list-style-type: none"> <li>• Meet the staff</li> <li>• Minutes – last 12 months</li> <li>• Annual Board Work Plan and Schedule of meeting for the next 12 months</li> </ul>	CEO / Company Secretary