

Board Induction and Handover Policy



Policy number	POL003	Version	A
Drafted by	FOP Australia Board	Approved by Board on	02/07/2019
Responsible person	FOP Australia Board	Scheduled review date	02/07/2022

INTRODUCTION

The organization needs to operate effectively. This requires directors to have a full command of all necessary information to ensure they are able to participate effectively and actively in Board decision making. To this end, all new Board members should be offered induction training, tailored to their existing skills, knowledge and expertise, to position them to discharge their responsibilities effectively and to add value.

PURPOSE

This policy seeks to ensure that new Board members 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.

POLICY

Directors may only be elected to the Board by FOP Australia members at a general meeting and in accordance with FOP Australia's constitution.

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

At the commencement of a director's term, each incoming director must be given:

- (a) an Induction Package (details of which are included in the "Procedures" section of this policy); and
- (b) access to FOP Australia online archive and any other information required to fulfil their role.

AUTHORISATION

02/07/2019
FOP Australia

Board Induction and Handover Procedure



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RESPONSIBILITIES

It shall be the responsibility of the Board to ensure that the materials specified in this policy are prepared and made available to new Board members so that the procedures specified in this policy are implemented appropriately.

PROCEDURES

Initial Contact

As soon as possible after a new director is appointed in accordance with FOP Australia's constitution, the Chair shall contact the new Board member and congratulate and welcome them in writing.

Induction Package

FOP Australia shall forward to the new director an Induction Package that includes a copy of FOP Australia's Board Operational Manual (**Board Manual**). The Board Manual will serve as an initial introduction to FOP Australia as well as an ongoing reference for the new Board member. The Board Manual should include the following information:

- FOP Australia's constitution ;
- Policies and procedures (including information about the Board and Board members' roles and responsibilities and obligations to the Australian Charities and Not-for-profits Commission (**ACNC**) and any other regulator);
- FOP Australia's Operational Handbook;
- FOP Australia's Strategic/Business plan;
- FOP Australia's most recent annual report;
- the most recent treasurer's report;
- basic biographical and contact information for each Board member, and senior staff;
- board meeting schedule and calendar of upcoming events;
- minutes of recent board and member meetings;
- an overview of FOP Australia's insurance arrangements; and
- any other necessary background information required to fulfil their role.

Board Induction and Handover Procedure



The Induction Package will also include:

- a letter requesting the new Board member to acknowledge receipt of the Board Manual and agree to comply with any policies and procedures outlined in the documents included in the Board Manual; and
- guidance on how to seek clarification or ask questions about the content of the documents included in the Board Manual.

The new Board member must acknowledge (by signed letter, or electronically from their personal email account) within fourteen days of receipt of the Board Manual confirming that they have received, read and agree to the policies and procedures outlined in the documents included in the Board Manual. This acknowledgement should be stored in FOP Australia's electronic records system.

Introductions

The Chair or delegate shall introduce the new Board member to other Board members as soon as possible after their appointment.

The Secretary shall ensure the new Board member is added to distribution lists for all subsequent board correspondence including notification of the next board meeting.

Briefing

The Chair or delegate shall engage in an induction session with the new Board member. The purpose of this induction session is to:

- draw to the new director's attention the roles and responsibilities of the Board in general, ACNC obligations and the roles and responsibilities they will be expected to undertake as a director of FOP Australia;
- discuss any concerns they may have;
- direct them to further resources to learn about managing the responsibilities of being a director of a charity; and
- take the new director through the minutes of recent meetings and brief them on the issues the Board is currently dealing with, or will be considering in the near future.

Access to records

The Secretary or delegate will ensure that the new Board member is given access to FOP Australia's electronic records (including the online archive and any other records relevant to their role on the board) within fourteen days of appointment.

Board Induction and Handover Procedure



Handover

Requirements at the end of a term as a board director

At the end of their term as a board member, the Secretary or delegate must take steps to ensure that:

- (a) the outgoing director's access to the FOP Australia email account is terminated within twenty four hours.
- (b) the outgoing director is removed as a signatory to FOP Australia's bank account within seven days.
- (c) the outgoing director's access to FOP Australia's financial accounts in Google Drive, electronic donation accounts and records, social media accounts (e.g. Facebook) and website administration access is removed within fourteen days (unless the board determines that it is appropriate for the outgoing director to continue to have access to a particular account in order to facilitate ongoing company activities for example, if he or she is organizing fundraising events in another capacity other than as a director of FOP Australia).
- (d) the outgoing director participates in an adequate and documented handover process, including meeting with the incoming director or Chair within fourteen days to provide a verbal and written handover of all relevant records and information about past and ongoing FOP Australia activities involving the outgoing director.

AUTHORISATION

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