

AUCS Inc Board – Governance policy 1.4

Board members' induction policy

Induction activities

When

- new Directors of WCCC or ACCC are appointed by the Board
- new parent members are appointed by the Board
- new University members are appointed by the University

the following induction activities are to occur:

Within 2 weeks of appointment:

1. Personal meeting with Chair, during which:
 - a. Board Manual is handed over and discussed
 - b. Current issues, including political and physical environment, staff challenges and finances are discussed
 - c. Governance policies are discussed, including the difference between governance and management
 - d. For University-appointed members: the difference between the Board member role and a University employee relationship is discussed.

Within 3 months of appointment

2. Tour of Adelaide Campus Childrens Centre and Waite Campus Childrens Centre
(for parent members, only a tour of the centre not attended by their child is required).

After 4 meetings:

3. Follow-up personal meeting with Chair, to
 - a. discuss issues and concerns, and obtain feedback on operation of Board, and
 - b. identify whether there is a need for support for the member to develop skills to carry out aspects of the Board member's role, and how this can be provided.

Board Manual

A copy of the Board Manual is provided for each Board member. Usually an outgoing Board member will hand their copy on to the incoming Board member who is replacing them.

Responsibilities:

It is each Board member's responsibility to:

- read the entire contents of the Board Manual on appointment

- refer to the Board Manual regularly to ensure they remain familiar with its contents
- ensure that documents which are updated during the year by the Board are added to their copy of the Board Manual.

It is the Secretary's responsibility to ensure that the Secretary's copy is always up-to-date and can be the Master version for additional copies when they are needed.

Board Manual contents

The Board Manual includes:

1. AUCS Mission Statement and Philosophy
2. AUCS Rules of Association
3. Service Agreement with the University (including Terms of Occupancy)
4. ATO Private Ruling: FBT exemption
5. Associations Incorporation Act 1985: Contents page, plus relevant sections
6. Collective Agreement (as in force from time to time)
7. Latest Annual Report
8. Schedule of Meeting Dates for current calendar year
9. Board Policies

Approved by the AUCS Board on Monday 27 October 2008