

## **AUCS Inc. Board – Governance Policy 1.4**

### **Board Members' Induction Policy**

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#### **Induction Activities**

When

- New Directors of WCCC or ACCC are appointed by the Board
- New Board members are appointed

The following induction activities are to occur:

*Within 2 weeks of appointment:*

- a. Personal meeting with the Chair, during which:
- b. Board package is handed over and discussed;
- c. Current issues, including political and physical environment, staff challenges and finances are discussed;
- d. Governance policies are discussed, including the difference between governance and management.

*Within 3 months of appointment:*

- a. Tour of Adelaide Campus Children's Centre and/or Waite Campus Children's Centre is undertaken.

*After 4 meetings:*

- a. Follow-up personal meeting with the Chair
- b. Discuss issues and concerns, and obtain feedback on the operation of the Board;
- c. 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 Package**

A copy of the Board Package 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 package on appointment
- Refer to the Board package regularly to ensure they remain familiar with its contents
- Ensure that documents that are updated during the year by the Board are added to their copy of the Board package.

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

#### **Board Package Contents**

- a. AUCS Mission Statement and Philosophy
- b. AUCS Rules of Association
- c. Lease Agreement with the University (including Terms of Occupancy)
- d. ACNC Guide: Governance for Good
- e. Latest Annual Report
- f. Schedule of Meeting Dates for current calendar year
- g. Board Policies <https://www.adelaide.edu.au/childcare/>
- h. Information Sheet - Accrual accounting and AUCS Services
- i. Privacy Notice
- j. ATO Statement By A Supplier
- k. Annual Schedule of Agenda Items
- l. Section 39A Duties of Officers – Associations Incorporation Act 1985