



BOARD MEMBER INDUCTION POLICY

Diabetes Help Tauranga (DHT) welcomes new Board members and will provide them with an induction process so that they are able to fully participate in Board meetings and make informed contributions from the time of appointment.

1. Upon appointment, all new Board members will be directed to the DHT website and sent key documents so that they can access the following information:

Constitution (website)

Strategic Plan 2016-2019(website)

Annual Reports

All DHT Policies, including the DHT Confidentiality and Privacy Policy, and the Health and Safety Policy (website)

Latest Monthly Meeting Minutes and Financial reports (Available in Google Drive Folder)

Annual Budget

Annual Fundraising Plan (Available in Google Drive Folder)

The job descriptions for the Chairperson, Treasurer, Board Member (website)

2. Following appointment/secondment all Board Members will be offered an interview with the Chairperson and Manager who will give a general history and background of the organisation; the services that are provided; Board member expectations; the culture of governance and management separation; and an update on current issues and the current operating environment.

3. Following appointment and within 2 months, Board members will be provided with a mentor,

- To help familiarize with Board members tasks and responsibilities
- The mentor will likely be one of the existing members of the Board but may be an ex Board member, or other appropriate person

- Any further professional development needs may be negotiated with the mentor or the Chairperson.

Date adopted	Sept 2018
Two yearly review due:	Sept 2020
Chair:	
DHT Policy No:	DHT14

