



2024 Lacrosse WA Board Induction Policy

INTRODUCTION

A comprehensive introduction to Lacrosse WA and board operations allows new directors to be properly informed, supported and welcomed to the board from the time of their appointment.

The Chairperson is responsible for the delivery of the induction process and the board may also wish to nominate a mentor to assist the newly appointed director. Newly appointed directors will undertake the induction process as outlined below and will be supplied with the necessary information, training and support to contribute appropriately to the Lacrosse WA board.

BOARD INDUCTION PROCEDURE

Lacrosse WA believes that the foundation of the board should rest with a culture of inclusiveness. It is expected that all directors act in an inclusive manner.

1. Initial Conduct

As soon as possible after the board has confirmed the appointment of a new member, the Chairperson shall:

- Make contact with the new member;
- Write a letter of congratulation and welcome;
- Provide a copy of the Board Role Description and Board Code of Conduct;
- Advise new director they will be allocated a mentor;
- Confirm when Director of Finance and Governance will provide a detailed financial briefing.

The Chairperson should advise the new board member that they will be contacted within 5 working days to commence the Board Induction Program.

2. Board Induction Manual

The Chairperson shall forward to the new member an electronic copy of the Lacrosse WA's Board Induction Manual. The manual will serve as an initial introduction to the board as well as an ongoing reference.

It should include:

- Current board member profiles;
- Relevant organisational documents such as Lacrosse WA's Constitution, By-laws, strategic plan, current year-to-date budget, relevant sponsorship and funding agreements and the most recent annual report;

- Organisational chart and contact information for Board members and staff;
- Meeting schedule and event calendar;
- Board Charter including information about the Board and Board members' roles and responsibilities;
- Any necessary background information

Give the new board member sufficient time to review the documents and invite them to ask questions.

3. Mentor Responsibilities

The mentor should:

- Draw the new board members attention to the roles and responsibilities; of the board and the expectations of them as an individual;
- Explain the process of decision making;
- Outline the board performance and evaluation process;
- Discuss any questions/concerns the new Director may have;

The assigned mentor shall take the new member through the minutes of recent meetings (last 6 months) and brief them on the issues the Board is currently dealing with, or will be looking at in the future

4. Feedback

Once the new board member has settled in they should provide feedback on the induction process to the Chairperson so that the process can be improved in the future.