**Board Induction Pack**

*It is expected that all new directors will undergo an induction process. The induction will include relevant meetings but will also include providing the new director with access to all relevant documents. The below list is suggestive of the sorts of documents that may be included in the induction pack but should not be seen as required or exhaustive. These can be provided in hard or soft copy.*

**Director Information Package**

* Constitution
* Information about the affiliate, e.g.
	+ Organisational chart
	+ Contact details for fellow directors and key staff
	+ Board and senior management CV’s
* Board charter
* Board committee charters and membership
* Strategic and business plan, including budgets
* Last 3 board meeting minutes
* Current and recent (suggest last 3 years’) financial statements
* Overview of key stakeholders
* Key organisation policies (e.g. risk management, conflict of interest)
* Glossary of definitions of terms and acronyms
* Board calendar (Board meetings/other functions)
* Annual Board Planner

**To be provided to directors**

* Letter of appointment
* Copy of insurance
* Expense reimbursement policy

Adapted from the Sport Australia, Sport Governance Standards <https://www.sportaus.gov.au/governance/standards>.

The SGS have been co-designed with the Australian sport sector, with an increased focus on accountability and transparency, and with the main aim being continuous governance improvement in all sporting organisations.