

**Board Induction and Evaluation Template**

**April 2018**

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| Drafted by | <<insert name>> | Approved by CEO on | <<insert date>> |
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PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraphs 2.1 and 3.1.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

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# Board Induction and Training

All new Directors will be briefed by the President, Company Secretary and/or the CEO and will receive a copy (either electronically or by hard copy) of the following items:

### the organisation’s governance charter;

### organisational chart;

### Constitution;

### Key Regulations;

### Strategic plan;

### The Business Plan and Annual Budget

### Most recent Annual Report and Financial Statements

### At least the last two sets of Board Papers

### A copy of or link to relevant legislation;

### policies register;

(k) directors and officers insurance policy; and

(l) other relevant documents on request.

The Board will receive governance training on an annual basis to help the directors better understand their obligations to the organisation and their legal duties. The timing of this training will be determined by the Board, taking into account the date any directors may have commenced their term during the year. The organisation may also support individual Directors undertaking appropriate professional development and may with prior agreement, meet or contribute to the cost of such training.

# Annual Evaluation of the Board

The Board will undertake an annual evaluation of its performance and effectiveness and formally record and report its findings. The review will be conducted in a manner that evaluates against standards and performance expectations set by the Board. Following the review, the Board may implement change to the strategic plan or direct the CEO to address areas within the existing plan as appropriate. This review may be undertaken with independent external input.

In undertaking its annual review, the Board aims to:

### reach a balanced view of its performance, identifying the positive aspects of the board’s operation and areas for improvement; including:

#### progress towards the strategic objectives;

#### role modelling leadership and behaviour standards for the movement and

#### board team dynamics and effectiveness, and

#### board meeting processes including adequacy of documentation, board papers and meeting interaction

### Identify a benchmark against which it can assess its collective and individual progress and performance over time including against the three aspects mentioned in (a) above; and

### identify a basis to establish agreed performance objectives for the Board.

The process may include external assessments, questionnaires, confidential non-attribution interviews, peer and self-appraisal, and formal consideration of the findings. Additionally, it may include feedback from senior management and key stakeholders.

As part of this process, there will be assessments of individual Directors’ performance, the chair and committees.

The outcome of the evaluation process should be used as the basis to identify any gap in the skills mix of the Board, performance issues and Director professional development opportunities.