****

**Board Induction Checklist**

Sample

**Governance Code for Sport**

Disclaimer

Sport Ireland is making available a range of resources including guidance notes, policy documents and templates for selected areas aligned to the Governance Code for Sport which will support sport organisations, boards, management and staff in the development of relevant governance processes and procedures particular to their own organisation.

For the avoidance of doubt, the final decision on the nature, type, extent and format of approved governance policies, procedures and processes for each organisation is a matter for the board / highest governing structure of the organisation and the resources and material provided may assist the approval process.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. This document is not a substitute for professional advice from an appropriately qualified source and it is recommended that sport organisations consult their governing document or obtain their own independent legal advice where necessary.

Sport Ireland does not accept any responsibility or liability for any errors, inaccuracies or omissions in this document.

Purpose

The Board shall ensure that on appointment, Board members receive a formal letter of appointment setting out clearly what is expected of them in terms of fiduciary responsibility, time commitment, committee service (if applicable), and involvement outside Board meetings. Orientation of Board members should occur before their attendance at a meeting. This information session should include an explanation and discussion of the history (vision, mission, strategy, ethics, ethos, values, culture, etc.), and structure (Board, committee, executive and department/business units, etc.) of the organisation. Consideration should be given to explain any terminology or jargon used either within the organisations or sector.

A board induction pack should include all key documents required by the board member for the fulfilment of their tasks and functions and be provided to newly-appointed board members. A Board Handbook is a good means of collating much of the information required.

Newly-appointed members should meet (ideally face to face) with the Chair, the Board Secretary and the head of the executive (CEO/Coordinator/Programme Manager) to ensure there is clarity and good understanding of the roles and functions of the member and allows for clarification to queries and questions about any aspect of the role as well as discussing potential training gaps which may exist.

In addition, the following checklist is indicative of the types of information you should provide to new board members . There may be, also, additional information pieces which you deem relevant to your organisation.

Information provided to new appointees may include:

* A formal letter of appointment
* Chairperson welcome letter
* Introduction to and brief history of the organisation
* Strategic Plan, vision and mission, objectives and targets.
* Recent progress report on strategic achievements and annual reviews or updates.
* Articles of Association (dated) and/or Memorandum of Association (dated) or Constitution.
* Financial Overview, including sources of funding, bank accounts, reserves policy
* Annual Financial Statements or accounts for the past years (and past 3 years where possible).
* Introduction to the Board structure, and members with sector and / or agency representation. This may be included in a separate Board handbook.
* Contact details for fellow directors and key staff (provided consent has been provided).
* Details in relation to committees; their function, roles, responsibilities, and members.
* An organisation chart or key staff names, positions and areas of expertise and contribution to the organisation.
* Key stakeholders.
* Organisation specific information such as telephone numbers, access to buildings, etc.
* Governing documentation, for example:
	+ Governance Code for Sport ("the Code")
	+ Board Calendar/Annual planner
	+ Board Terms of Reference
	+ Schedule of Matters Reserved for the Board
	+ Code of Conduct
	+ Conflict of Interest/Loyalties
	+ Expenses policies
	+ Health and Safety considerations (Garda Vetting, for example)
	+ Risk Appetite
	+ Risk Management Policy
	+ Communications policy (media, social media, etc.) including website details and any social media.
	+ Confidentiality policy
	+ Assurance arrangements
	+ Minutes from the most recent meetings
	+ Complaints & Disciplinary Policy

Review

This Board Induction Checklist is approved by the Board and reviewed by the Board regularly / annually.