



Islamic Council of Victoria

Board Member Induction Policy

Policy statement:

All Board members are expected to contribute to Board meetings to the best of their ability. To facilitate this, the Board will guarantee a thorough induction into the affairs of both the Board and the Association at large, its issues, current concerns, staff, its financial position and its liabilities and assets.

1. New Board members will receive a “New Board Member Pack”, including a copy of all Board-level policies, together with a copy of the previous year’s annual report and an up-to-date copy of year-to-date financial statements and the Association’s Constitution.
2. New Board members will meet with the President after being given The “New Board Member Pack” and preferably before their first general meeting. The meeting with the President may be held as a group session or with individual new Board members. Its purpose is to answer any questions the new Board member/s may have and to help familiarise them with the Board’s governance role.
3. New Board members will also meet with the ICV General Manager. The purpose of this meeting is to familiarise the new member/s with the staff’s operational role, to tour the facility and to meet staff.
4. New Board members will sign a Board Contract indicating that they are fully aware of their role and its implications and accept this position.

Purpose and Objectives:

To spell out induction procedures for new members of the ICV Board.

Application:

This policy applies to all Board members, and members of Board Committees.

Related policies:

Policies and Procedures:

- Board Gifts, Hospitality and Benefits Policy
- Declarations of Private Interests Policy
- ICV Conflict of Interest Policy

Key words:

Board Induction – Induction Pack



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Policy Title:	Board Conflicts of Interest Policy	
Endorsed by: ICV Board	Date: 1 September 2011	Version No: 1/ 2011
Date of next review: <insert date>		
Manager responsible: President		