

Policy

EV GP Training (EV) will provide all new Board Directors with sufficient and relevant information regarding EV and their role as a member of the Board. All Board Directors are expected to contribute to Board meetings to the best of their ability. To facilitate this, the Board will provide induction into the affairs of the Board and the organisation at large, issues, current concerns, staff, financial position, and liabilities and assets.

Where possible, prior to nominating for a position on the Board, all persons will be provided:

- a. An opportunity to view the:
 - i. EV Annual Report
 - ii. Board Governance Charter
 - iii. Board Code of Ethics and Proper Practice Policy
 - iv. Board Induction and Orientation Policy
- b. An opportunity to discuss the role and expectations of Directors with the current Chair, Deputy Chair and/or Company Secretary.

The Board's aim is that all new Board Directors will be fully inducted by their first Board meeting. New Directors will be asked to attend an orientation session prior to their first Board meeting that will be facilitated by the Chair. The following will apply to new Board Director inductions:

- a. The Chair, CEO and Company Secretary will be responsible for the induction of new Board Directors.
- b. The Company Secretary will ensure the Board induction program is kept up to date with current workplace specific information, legislation and updates.
- c. Passwords and access to relevant Information & Communication Technology (ICT) systems will be organised prior to the new Board Directors' first meeting.

New Board Directors will be provided with board information that forms the basis of their orientation. The newly elected Board Directors will receive appropriate training and access to Board and organisation information systems including appropriate ICT equipment if required.

The following information will be made available to all Board Directors at all times:

- a. Constitution
- b. Vision, Mission and Values
- c. Annual Report
- d. Strategic Directions
- e. Reconciliation Action Plan and cultural orientation
- f. Organisation Structure
- g. Instrument of Delegation
- h. Governance Policies and procedures, especially the Board Code of Ethics and Proper Practice Policy
- i. Board Governance Charter
- j. Chairperson Role description
- k. Consent to Act as a Director and Confidentiality Statement Form
- l. Declaration of Personal Interest and Probity Form
- m. Tax invoice template/salary packaging information; and
- n. Any other information that is requested by a new or existing Director that is relevant to their role.

Mentoring of New Directors

1. The Board of EV recognises the importance of providing supports for new Board members as they take up their role with the organisation.
2. This support includes a mentoring program, through which new Board members are offered a mentor to provide information and peer support for a period of between six (6) and twelve (12) months in consultation with the Chair).
3. The purpose of this mentoring support is to ensure that new board members feel confident in carrying out their role and responsibilities as quickly as possible thereby improving the overall effectiveness and productivity of the Board.



Mentor recruitment

1. Directors with at least three (3) years' experience are eligible to nominate as mentors
2. Nominations may be submitted to the Chair at any time, or the Chair may call for nominations or seek expressions of interest from eligible Directors.
3. If appropriate in the circumstances (for example, where a mentee would benefit from a mentor with particular skills and experience not present in the current board composition) the chair may also seek mentors from outside the Board including from former Board members.

Mentor appointment

1. The Chair is responsible for appointing a mentor for each new Board member. The Chair:
 - a. Will have regard to the respective skills and experience of the proposed mentor and mentee.
 - b. If applicable, will have regard to the Board succession plan - for example, if a mentee is being considered in the Board succession plan for a particular committee or a particular Board office bearer role.
 - c. May consult with other Directors and the Board, in particular the Deputy Chair and Board Committee Chairs.
 - d. Will have regard to any other relevant matters including the availability and location of the proposed mentor and mentee and any other specific confidentiality protocols required in the circumstances (for example where the mentor is not a current Board member).
2. A mentor or mentee may end a mentoring arrangement at any time by notifying the Chair
3. The Chair may also end a mentoring arrangement or appoint a replacement mentor if a mentor is unable to continue acting for any reason, or if the Chair considers that the objectives of the mentoring program are not being met.

Role and Responsibilities

1. The role of a mentor is to offer information and support to help new Board members become productive and effective as quickly as possible
2. The role of mentor is short term, usually six months, but up to twelve months, in consultation with the Chair
3. The objective of each mentoring arrangement is to support Board cohesion by improving the effectiveness and productivity of the Board overall. It is not intended to replace any processes, roles or structures which form part of the usual corporate governance framework or to create any factions or misalignment within the Board.
4. If any Board member (including mentor or mentee) has any concerns that this objective is not being met, they should inform the Chair in confidence.
5. Mentor responsibilities include:

What?	When?	Completed?
Initial introduction – contact details, welcome to the Board, nature of the mentor role, arrange meetings	Prior to the first Board meeting.	
Initial meeting – introduction, background to the Board and EV and answer any questions.	Induction session held prior to the first meeting and at the first or following the first meeting.	
First Board meeting – introduce to colleagues and executive	First Board meeting	
Meet regularly with mentee (in person, by phone or as agreed)	First 6 months – ideally once per month	
Informal checking in after meetings	First 6 months	
Ensure induction is on track	Following induction	



What?	When?	Completed?
Assist the mentee to clarify their goals and objectives for their role	First 6 months	
Explain major issues, questions and challenges for EV and the sector	First 6 months	
Clarify any Governance policies and procedures	First 6 months	
Clarify questions regarding Board papers prior to or following meetings	First 6 months	
Encourage active participation by the mentee in board meetings	Ongoing	
Maintain confidentiality over mentoring discussions	Ongoing	

6. Mentee responsibilities include:

- a. Making time to meet regularly with the mentor during the mentee’s induction period.
- b. Identifying key requirements as part of the induction process.
- c. Identifying key goals and objectives.
- d. Actively participating in the Board induction process and seeking clarification where required.
- e. Actively preparing for Board meetings and seeking clarification where required.
- f. Maintaining confidentiality over mentoring discussions.

Evaluation

- 1. Mentors and mentees will be asked to participate in the evaluation of the mentoring program. This may include a confidential discussion with the Board Chair.
- 2. Responses and feedback will be treated as confidential.

Definitions

Nil

Additional Information

Nil

Relevant Legislation

Nil

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