


Institute of Quarrying Australia

		IQA Policy P10.10	
National Secretariat		Induction of Branch / Sub-branch Chairpersons	
Policy Number:	P10.10	Version:	V-02
Date Adopted:	26-10-16	Contact:	Company Secretary

Introduction

The purpose of this procedure is to outline the processes involved to ensure that new IQA Branch / Sub-Branch Chairpersons are inducted appropriately.

Purpose

This policy seeks to ensure that new chairpersons of the Branches/Sub-branches of the Institute of Quarrying Australia ('IQA') are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Branch / Sub-branch from the time of their election.

Policy

New Branch / Sub-branch chairpersons shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Branch / Sub-branch.

Procedures

1. Board Manual

The Branch / Sub-branch Secretary shall ensure that the new Branch / Sub-branch Chairperson has a copy of the IQA's Board Handbook & Directory manual or is provided with the link to the IQA's website section that contains the manual – <http://www.quarry.com.au/Advocacy/PoliciesProcedures.aspx>.

The manual will serve as an introduction to the IQA as well as an ongoing reference. The manual includes:

- any necessary background information about the IQA;
- information about the Branch / Sub-Branch Charter (Section 10-1) including:
 - Membership and establishment of Branches / Sub-Branches;
 - Composition of Branches;
 - Branch meetings;
 - Duties and responsibilities;
 - Empowerment of the Branch;
 - Branch activities;
 - Reporting to the Board;
 - Roles of committee officers; and
 - Branch financial management.

Institute of Quarrying Australia

- relevant organisational documents such as the Mission Statement, Constitution, strategic plan, policies and the most recent annual report;
- basic biographical and contact information about Board members, Advisory Council, National Office and branch committees;
- meeting schedule and calendar of upcoming events;
- introduction to the IQA's operational and governance committee structure; and
- information about the Board and Board members' roles and responsibilities.

Each new Branch / Sub-Branch Chairperson is required to sign the acknowledgement form App17 indicating that they have read and understood the procedures and policies contained in the IQA's code of conduct and risk management practices policy, P10-9.

2. Roles and Responsibilities

A. The Role of the Branch/Sub-branch Chairperson:

Being a chair is a very important role. It will be an interesting activity and at times will be challenging. Your role is to ensure that the business which comes to your branch/sub-branch committee is dealt with appropriately, and that the committee reaches a consensus, so enabling the organisation to move on through the governance requirements. It is essential that you are familiar with the IQA constitution and the terms of reference for Branch/Sub-Branch committees. Refer to IQA Policy 10-4 Role of Branch / Sub-Branch Chairperson.

B. The IQA General Manager shall:

- Draw the new Chairperson's attention to the roles and responsibilities of the Branch or Sub-branch in general, and the roles and responsibilities they will be expected to undertake as a Chairperson;
- Discuss any concerns they may have; and
- Discuss the duties and responsibilities and the key activities of the Branch / Sub-branch as outlined in the Branch / Sub-Branch Charter Section 10.1.

C. The Role of the Branch/Sub-branch Secretary shall:

- Draw the new member's attention to the roles and responsibilities of the Branch or Sub-Branch in general, and the roles and responsibilities they will be expected to undertake as a Chairperson.
- Discuss any concerns they may have.

D. Chairperson's Main Activities and Responsibilities:-

The chairperson is critical in creating the right environment for committee effectiveness, not only at committee meetings but also outside the meeting. Refer to the Role of the Branch / Sub-Branch Chairperson Policy P10.4 for a detailed listing of the Chairperson's responsibilities.

E. Board Appointed Mentor

The IQA Board will appoint either a Board Director, an existing Branch / Sub-Branch Chairperson or a suitably qualified person as a mentor to each Branch / Sub-Branch Chairperson within one month of the Branch / Sub-Branch Chairperson being appointed. The person appointed as a mentor will act in the role for the new Branch / Sub-Branch Chairperson during the first year of their term.

Institute of Quarrying Australia

F. Reporting to the General Manager

The Branch / Sub-Branch Chairperson report directly to the General Manager on all aspects of the Branch / Sub-Branch operations. Refer to the IQA's organisation chart section 1.4c.

G. Review with IQA Company Secretary

The IQA Company Secretary will undertake a review with the newly appointed Branch / Sub-Branch Chairperson within one month of their appointment to ensure that the requirements of this induction policy have been met. It is the responsibility of the Company Secretary to ensure that any additional training is provided to the Branch / Sub-Branch Chairperson as soon as practical after the review has taken place. The IQA Company Secretary is to ensure that the Branch / Sub-Branch Chairperson understands their obligations and responsibilities in fulfilling their position during the review.