



# Institute of Quarrying Australia

 		<b>IQA Policy P12</b>	
<b>National Secretariat</b>		<b>Induction of New Directors</b>	
<b>Policy Number:</b>	P12	<b>Version:</b>	P12-03
<b>Date Adopted:</b>	22 November 2016	<b>Contact:</b>	Company Secretary

## Introduction

The effective operation of any organisation relies on its Board, and the effective operation of the Board relies on all its members having a full understanding of their roles and responsibilities to enable them to contribute the necessary information and expertise.

## Purpose

This policy seeks to ensure that new members of the Board 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 Board from the time of their election.

## Policy

New Board members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board. (Refer to the New Director Induction Procedure P16.26 for further details)

## Procedures

### 1. Initial Contact

As soon as possible after the Board has confirmed or the IQA's members have approved the appointment of a new member, the Company Secretary shall make contact with the new member to let them know the outcome. The President will write a letter of congratulation and welcome.

### 2. Board Manual

The Company Secretary shall forward to the new member a copy of the IQA's Board of Directors Handbook & Directory manual. The manual will serve as an initial introduction to the IQA as well as an ongoing reference. It should include:

- any necessary background information about the IQA;
  - relevant organisational documents such as the Vision Statement, Goals, Strategic plans, Constitution, policies, current year-to-date budget, and the most recent annual report;
  - basic biographical and contact information about Board members, Advisory Council, National Office, Branch and Sub-Branch committees;
  - meeting schedule and calendar of upcoming events;
  - introduction to the IQA's operational and governance committee structure;
  - information about the Board and Board members' roles and responsibilities; and
- a copy of each of the Board, Advisory Council and committee charters.

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The Company Secretary will arrange for the following forms to be issued to the new Director:

- the Deed of Access, Indemnity and Insurance form for the new Board member to execute;
- the Consent to Act as a Director form which is to be completed to allow the Company Secretary to make the necessary ACNC lodgements;
- a copy of the ACNC director duties extract;
- the Declaration for Responsible Person form to allow the Company Secretary to make the necessary ACNC lodgements.

### 3. Introductions

The Company Secretary and / or Chief Executive Officer shall introduce the new member to other members of the Board as soon as possible and practical after their appointment and seek to involve the member socially in Board activities by inviting them to social functions.

The Board shall nominate a member of the Board to act as a mentor to the new member.

### 4. Roles and Responsibilities

The Company Secretary shall:

- draw the new member's attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual;
- discuss any concerns they may have; and
- arrange for new director training if it is considered appropriate in addition to the internally provided training.

### 5. Briefing

The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Board is dealing with at the moment, or will be looking at in the future.

### Responsibilities

It shall be the responsibility of the Company Secretary to ensure that the materials specified in this policy are prepared and copied and to ensure that the procedures specified in this policy are implemented appropriately.