

		IQA Procedure P26	
National Office – Company Secretariat		New Director Induction Procedure	
Procedure Number:	P26	Version:	P26-02
Date Adopted:	22/2/17	Contact:	Company Secretary

1. PURPOSE

The purpose of this procedure is to outline the processes involved to ensure that new IQA Directors are inducted appropriately.

2. SCOPE

The document describes a set of key steps required to be undertaken to ensure that new IQA directors are familiarised with the current IQA issues and are provided with the necessary training and documentation to ensure that their responsibilities as being a director are fully understood.

3. PROCEDURE

3.1 Each new Director will receive the Board of Directors Handbook & Directory as soon as elected, which contains policies and documents in each of the following key sections:

- Introduction to Board members;
- The IQA constitution;
- Statutory obligations for directors;
- Board and committee charters;
- Annual planning process;
- Style guide;
- Contracts & scope statements;
- Operational / Branch financial management;
- Branch operations;
- Annual conference guidelines;
- Membership guidelines; and
- Board governance policies.

The Board of Directors Handbook & Directory is continually updated and directors are able to obtain the latest policies and procedures at any time on the IQA's website via the link <http://www.quarry.com.au/Advocacy/PoliciesProcedures.aspx>

3.2 The Company Secretary will provide the initial introduction training session via a teleconference within 2 weeks of the new Director's being elected or appointed, covering the following areas: (NB: The President will be present at the commencement of the training session to welcome the new directors and to outline the current issues that the Board are dealing with.)

- Company Secretary introduction, background and IQA experience;
- Current composition of the Board and organisation structure;
- Meeting schedule, notices and agenda format;
- Performance review requirements after the February face to face meeting;
- Travel and accommodation expense policy – 17.36
- Deed of access, indemnity & insurance; and
- Directors' Duties & Responsibilities – Policy 16.10.

3.3 The Company Secretary will provide training on the following key governance policies, after the first face to face meeting of the Board that the new directors attend. (NB: This training will be available to existing Director's)

- Introduction to Board Members – Section 1.1;
- Directors' Duties & Responsibilities – Policy 16.10;
- Board Policy Framework & Organisation Chart – Policy 16.23;
- Matters reserved for the Board – Policy 16.24;
- Board, President, Board Member & Committee Performance Evaluation – Policy 16.25; and
- Finance training on the end of December IQA Profit & Loss Statement and Balance Sheet.

- 3.4 Each new Director will be aligned with an experienced Director at the first face to face Board meeting after the new Director is elected. The experienced Director will act as a mentor for the new Director during their first year on the board.
- 3.5 A survey of new directors will be undertaken after they've attended their second face to face board meeting to ascertain the successfulness of the new Director induction material and training. The Chairman of the Corporate Governance Committee will be responsible for issuing the survey to the directors and collate the results and report back to the next meeting of the Corporate Governance Committee.
- 3.6 The directors who are in their third year of office are to receive a refresher training program as per item 3.3 above.

4. RESPONSIBILITY

It is the responsibility of the Company Secretary to ensure that the procedure is adhered to and that all steps are completed for the induction of new IQA Directors.

5. RELATED DOCUMENTS

Induction of new directors policy IQA Policy P12.

NEW DIRECTOR INDUCTION SURVEY

Question	Yes	No
Were you provided with the Board of Directors Handbook & Directory within a short time after you were elected to the Board?		
Did you complete a consent to act as a director?		
Did you execute a Deed of Access, Indemnity and Insurance and did you fully understand the deed?		
Did you receive your initial training via a teleconference within two weeks of being elected as a director?		
Did you receive training by the Company Secretary after your first face to face Board meeting?		
Were you aligned with an experienced director (mentor) at the first face to face Board meeting that you attended?		

Question	1	2	3	4	5
Did you consider that you had all the necessary information provided to you prior to your first Board meeting to allow you to contribute effectively?					
How well were you kept informed of the outcome of the election and the next steps and responsibilities that you had as a director by the Company Secretary?					
Were you made aware of the duties and responsibilities of being a director?					
How well do you rate the quality of the initial training.					
How well do you rate the quality of the first face to face training.					
How well have you found the assistance provided by your mentor.					

Assessment key 1 - Extremely poor 2 – Poor 3 – Good 4 - Very good 5 – Excellent