

Contents for an induction pack

An induction session for each new board member is essential; they must visit the organisation's offices and meet as many staff as possible.

Induction pack to contain:

- statement of organisation's mission
- brief history
- Memorandum and Articles of Association
- organogram of the organisation's structure
- previous board minutes
- latest report and accounts
- business plan
- short biogs and contact details of other board members
- list of forthcoming board meetings and events
- recent media coverage
- current brochures and/or links to website including details of forthcoming activities/events
- routes to policy documents: Health & Safety, Equal opportunities, etc.