Name:

Date joining the Board:

* Director induction to the Board is built on a series of conversations held with Kyeema Support Services Leadership (Board & Executive) and other staff as required. Where possible In person conversations are preferred
* The process is overseen by the Board Chair/Governance Committee with support from the Board Secretary
* Administration person to arrange induction dates/times
* Managers are to make themselves available to support the induction of new Directors

Board Chair & CEO induction can be combined if preferred.

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| **Board Chair** | | **Date** |  | 45 - 60 Mins | Before 1st Board Mtg | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Outline induction process | | | | |  | | |
|  | Overview of Board & Committees – interest in joining | | | | | Committee TOR | Board Charter | | |
|  | Board values and ways of working incl local rules | | | | | Verbal | | |
|  | Meeting Processes | | | | | Verbal | | |
|  | Board Priorities for the next 12 Months | | | | | Board Calendar | | |
|  | Strategic Plan/Priorities how used by Board | | | | | Strategic Plan summary/copy | | |
|  | Key Risks & Opportunities | | | | | Strategic Risk Register | | |
|  | Mentoring | Board Buddy | | | | | Board Buddy (TBC) | | |
|  | Conflict of Interest | | | | |  | | |
|  |  | | | | | Directors/Officers Insurance | | |
| **CEO** | | **Date** |  | 45 - 60 Mins | Before 1st Board Mtg | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Strategic Plan/Priorities | | | | |  | | |
|  | Key Challenges/Opportunities | | | | |  | | |
|  | Risk Oversight & Approach | | | | | Organisational Risk Register | | |
|  | Organisational overview | | | | |  | | |
|  | Sector & Context | | | | |  | | |
|  | Overview of Funding | | | | |  | | |
|  |  | | | | |  | | |
| **Board Secretary** | | **Date** |  | 30 Mins | Before 1st Board Mtg | | Status | **Not Started** |
|  | Completion of all relevant documents | | | | |  | | |
|  | Board and Subcommittee Meeting Calendar Invites | | | | |  | | |
|  | Chair, Subcommittee Chairs, CEO and Manager Meetings Scheduled | | | | |  | | |
|  | Accessing Logins (Board Portal) | | | | |  | | |
|  | Update ACNC Portal | | | | |  | | |
|  |  | | | | |  | | |
| **Chair FAR** | | **Date** |  | 30 Mins | Within 2 Months | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Key Financial Issues, Risks, Opportunities | | | | |  | | |
|  | Budget & Performance | | | | | Budget, Annual Report | | |
|  | FAR Meeting | Approach & Membership | | | | |  | | |
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| **Chair | Governance** | | **Date** |  | 30 Mins | Within 2 Months | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Key Service & Governance Issues, Risks, Opportunities | | | | |  | | |
|  | Service Governance | Approach | | | | |  | | |
|  | Focus of Work for Committee | Next 12 Months | | | | |  | | |
|  |  | | | | |  | | |
| **Chair | Neighbourhood House** | | **Date** |  | 30 Mins | Within 2 Months | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Key Service & Governance Issues, Risks, Opportunities | | | | |  | | |
|  | Service Governance | Approach | | | | |  | | |
|  | Focus of Work for Committee | Next 12 Months | | | | |  | | |
|  |  | | | | |  | | |
| **Corporate Services Manager** | | **Date** |  | 20 Mins | Within 2 Months | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Financial Strategy & Performance | | | | |  | | |
|  | Key Financial Issues, Risks, Opportunities | | | | |  | | |
|  | Budget | | | | |  | | |
|  | Financial Reporting | | | | |  | | |
|  |  | | | | |  | | |
| **Support Services Manager** | | **Date** |  | 20 Mins | Within 2 Months | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Overview of Area of Responsibility | | | | |  | | |
|  | Key Risk, Challenges, Opportunities | | | | |  | | |
|  | Focus of Effort | Next 6 months | | | | |  | | |
|  |  | | | | |  | | |
| **Support Coordination Manager** | | **Date** |  | 20 Mins | Within 2 Months | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Overview of Area of Responsibility | | | | |  | | |
|  | Key Risk, Challenges, Opportunities | | | | |  | | |
|  | Focus of Effort | Next 6 months | | | | |  | | |
|  |  | | | | |  | | |
| **Windward Manager** | | **Date** |  | 20 Mins | Within 2 Months | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Overview of Area of Responsibility | | | | |  | | |
|  | Key Risk, Challenges, Opportunities | | | | |  | | |
|  | Focus of Effort | Next 6 months | | | | |  | | |
|  |  | | | | |  | | |
| **Seawinds Manager** | | **Date** |  | 20 Mins | Within 2 Months | | Status | **Not Started** |
| **Focus** | | | | | | Resources /Comments | | |
|  | Overview of Area of Responsibility | | | | |  | | |
|  | Key Risk, Challenges, Opportunities | | | | |  | | |
|  | Focus of Effort | Next 6 months | | | | |  | | |
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| **Checklist of Required Documents** | | Prior to Commencement | |
| **Documentation:** | | | Date Received |
|  | NDIS Worker Screening Check | |  |
|  | NDIS Worker Orientation Module Training Certificate of Completion | |  |
|  | Working with Children Check | |  |
|  | 100 Points of Identification Supplied | |  |
|  | Capabilities of a Board Director (GF-13) | |  |
|  | Director Letter of Appointment (GF-17) | |  |
|  | Consent to Become a Director (GF-16) | |  |
|  | Declaration of Interests for Board Directors (GF-24) | |  |
|  | Deed of Indemnity | |  |
| **Sent – not required to return:** | | | Date Sent |
|  | Board Pack (combined file – K Drive) | |  |
|  | Rules of Kyeema (KEF-50) | |  |

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| **Tour of Kyeema Sites** | | 20 Mins per site | Within 6 Months | Status | **Not Started** |
| **Sites:** | | | | Date | Time |
|  | Kyeema Support Services, 50 Lalor Street | | |  |  |
|  | Respite House, 107 Hurd Street | | |  |  |
|  | 106 Palmer Street Residence | | |  |  |
|  | 108 Palmer Street Residence | | |  |  |
|  | Support Coordination Offices, Shop 12 Pioneer Plaza | | |  |  |
|  | Neighbourhood House, 40 Waratah Crescent | | |  |  |
|  | Seawinds Nursery, 191 Wellington Road | | |  |  |
|  | Windward Industries (Portland Aluminium Smelter)   * *please note that Windward Industries is located on the Alcoa Aluminium site and requires an induction prior to entry which can take up to approximately half an hour to complete.* * *Form WIF-16 Visitor Pass Form (PA) will also need to be completed prior to visit* | | |  |  |