# How to induct board members

All board members need a comprehensive induction to their board. As a member, complete the [online e-learning](https://induction.publicsector.wa.gov.au/boardsandcommittees/index.html#/) as well as a specific introduction to your board and its agency.

A good induction includes face-to-face meetings with the chair, agency head and key employees; and an orientation pack before the face-to-face meetings so you can read the documents and identify any questions you want to ask during the meetings.

Induction covers:

* values and behaviours expected of board members as outlined your board’s code of conduct and conflicts of interest policies and performance expectations
* key board roles and responsibilities
* public sector operating environment
* key legal and legislative requirements
* core operations
* reporting requirements, compliance obligations and governance systems
* the board’s decision making process
* your professional development needs and available opportunities.

Orientation pack includes:

* statement of expectations from minister and statement of intent by board
* board’s establishment legislation
* board charter
* board structure including board committee(s) and their terms of reference
* agency organisation structure
* board policies including code of conduct and conflicts of interest policy
* annual planning calendar
* schedule of delegations
* finance and accounting papers
* financial statements
* current year budget
* strategic plan and business plan
* strategic risk management plan
* agendas and minutes of recent meetings
* annual report
* recent publications by board and agency
* outline of board evaluation process
* Professional Indemnity Insurance Certificate
* key board processes including travel and reimbursement
* contact details for key stakeholders and board members.

This list is not exhaustive and your public sector agency may have additional documents for members’ information and reference.

What board members should do

Before being appointed, prospective board members should do their own research on the objectives and operations of the public sector agency overseen by the board and the board itself. They need to ensure they have the necessary skills, knowledge, experience and time to fulfil the role of board member.

It is important to read the orientation pack before the face-to-face meetings to identify any matters you need more information about such as:

* board expectations
* mentor program for new members
* terms of appointment and any sitting fees
* critical documents to be read during the first 3 months
* access to information by members
* significant current issues.