



Induction Checklist

Name:	
Board Role:	Start Date:

The following is important information that all Board members need to be aware of. Please ensure that the appropriate items are ticked when you have received and understood the information. After completion, you should sign the form and return it to the Chairperson/CEO for the company file.

1. WELCOME & ORIENTATION INFORMATION	Tick when completed (or mark N/A)
Complete 'Board Member Details Form'	
Copy of recent utility bill provided to confirm home address (if also a Company Director)	
Organisation mission and values discussed	
Copy of PI Strategic Plan shared	
Financial position of the organisation explained	
Copy of recent management accounts provided	
Key issues facing the organisation discussed	
Timing of board and sub-committee meetings shared	
Check that Garda Vetting paperwork has been submitted (if applicable)	
Board structure and competencies including overview of fellow board members and their areas of expertise/knowledge shared	
Sub-committee structure and membership explained	
PI Organisation Structure explained – provide organogram and staff contact details	
Explain how Board meetings are conducted including process for adding items to agenda and extending apologies for non-attendance at meetings	
Confirm the expense claiming procedure and provide copy of claim form	
Chairperson/CEO Signature and Date:	

2. BOARD MEMBERS SHOULD RECEIVE A COPY OF THE FOLLOWING	Tick when completed (or mark N/A)
Board Handbook	
Letter of appointment for new board members	
Constitution/Memorandum and Articles of Association/Rules	
Financial Policy & Expense Claim Form	
Minutes for the last three Board meetings	
Board Recruitment and Nominations Policy	
Board Evaluation Policy and Questionnaire	
Strategic Plan/Business Plan/Annual Work Plan/Board Work Plan	
Schedule of Matters Reserved for the Board	
Contact details for fellow Board members, sub-committee members & staff	
Governance Handbook	



Duties and responsibilities of the CEO/Senior Management and Org. chart	
Last annual report and accounts	
Directors' and Officers' Liability Insurance policy	
Website and social media platforms details managed by the organisation	
Copies of policies and procedures including;	
<ul style="list-style-type: none"> • Code of Conduct • Conflicts of loyalties procedure • Confidentiality policy • Health and Safety policy • Volunteer management policy • Garda vetting policy • GDPR and data protection policy • Copy of Employee Handbook 	
Chairperson/CEO Signature and Date:	

3. BOARD MEMBER SENIOR MANAGEMENT OVERVIEW (TBC) (May be relevant for new Board members to meet the senior management team within Q1 of being appointed)	Tick when completed (or mark N/A)
Sport Department structure and overview of has been provided by Performance Director	
<ul style="list-style-type: none"> • Performance operations overview provided • Classification overview provided • Para-athletics sport overview provided • Para-swimming sport overview provided 	
Performance Director Signature and Date:	
Communications structure and overview of has been provided by Communications Manager	
Communications Manager Signature and Date:	
Commercial structure and overview of operations has been provided by Head of Commercial and Funding	
Head of Commercial and Funding Signature and Date:	

On-going Training & Development:

The company also provides access to a range of development programmes which help Board members to build their skills and acquire the core knowledge and skills they need to carry out their roles effectively (Board induction, training etc).

<p>Please indicate any immediately identified skills development needs to fill gaps in the new board members' competencies required for their role.</p>
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