



AFL MASTERS NATIONAL BOARD INDUCTION PROGRAM

Effective 16 September 2024

Effective from

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Applicable to

This National Board Induction Program is applicable to all new National Board Members of AFL Masters Inc (AFLM).

Purpose of the AFLM National Board Induction Program

The purpose of this National Board Induction Program is to document a structured way of providing new board members with all the information and support they need to be confident and productive in their role. The aim is to help new members to understand the organisation, the environment in which it operates, and their role in making the organisation a success.

Timing

The induction plan is in place as soon as practical after a new AFLM National Board Member begins. Doing so presents a professional image of the organisation and is very reassuring for the new board member. A Director Induction Pack, which contains all the key documents required by AFL National Board members shall be produced.

Responsibility

It is the responsibility of the Chairperson to work through the induction pack with all new AFLM National Board members. In addition to familiarising the new National Board Member with the documents, the induction should be used to introduce them to the culture of AFL Masters and their role and responsibilities as a National Board Member. It may also involve identifying training and development needs to ensure the National Board Member can contribute effectively to the organisation.

Outline of the AFLM National Board Induction Program

The following table outlines suggested inclusions for the induction program for new AFLM National Board members; note the below items are to be presented and discussed at appointment.

Item	Activity	With whom
Welcome	Welcome and introduction to the AFLM National Board	Chairperson
Appointment	<ul style="list-style-type: none">Letter of AppointmentCopy of InsuranceNational Board Travel Expense PolicyOutline of appraisal/review process	Chairperson
Training needs	<ul style="list-style-type: none">Conduct a Training needs analysisArrange to undertake ASC Governance Education	Chairperson

	<ul style="list-style-type: none"> ○ The Start Line – Sport Governance Foundations ○ The Defence – Risk Education for Directors ○ The Spirit of the Game – Organisational Culture ● Safeguarding Children & Young People ○ Keeping Children and Young People safe – ChildSafe 	
Governance	<p>Explanation of function and services:</p> <ul style="list-style-type: none"> ● History of AFL Masters ● Vision and purpose statement ● Ethics, values, and philosophy ● Board and committee structure 	Chairperson and GM
Director Induction Pack	<p>Provide a director induction pack, including:</p> <ul style="list-style-type: none"> ● AFLM Constitution ● Organisational chart ● Contact details for fellow National Board Members and key staff ● Contact details for State and Territory Delegates ● Board and senior management CV's ● National Board charter ● Board committee charters and membership ● Strategic plan ● Financial budget ● Last three (3) National Board meeting minutes ● Last three (3) State & Territory Delegates meeting minutes ● Last three (3) years audited financial statements ● Last three (3) years published Annual Reports ● Overview of key stakeholders ● Key organisation policies ● Board calendar (Board meetings/other functions) ● Annual Board Planner 	Chairperson and GM
IT	<ul style="list-style-type: none"> ● Arrange AFLM email for new National Board Member ● Arrange unfettered access to all AFLM folders within SharePoint ● Tour of SharePoint 	Chairperson and GM
Internal Relationships	<p>Introduction to other National Board Members, senior staff, National Officers and outline of each functional area of the AFL Masters</p>	Chairperson and GM
Strategic Planning	<p>Present a copy of the strategic plan; discuss progress</p>	Chairperson and GM

Review of National Board Induction Program

The Board will review this Induction Program every two (2) years to ensure it remains consistent with the duties and responsibilities of AFL Masters National Board Members.

