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| **DOCUMENT TITLE** | New director onboarding checklist |
| **LAST UPDATED** | October 2022 |
| **PURPOSE** | This document is intended to provide support to the board of directors to prepare a thorough board onboarding package and checklist for new directors. |
| **HOW TO USE** | Update this tool with the key documents and activities you feel relevant to encourage knowledge sharing through documents and meetings. |
| **ADDITIONAL NOTES / CONSIDERATIONS**  This Board onboarding package should enable board members to understand their function as a board member, the organization, and their place more effectively within it, but also contribute to the development of an organization's positive culture of learning and growth and overall operational effectiveness.  Other supporting documents will be required to complete the process.  This document does not constitute legal advice and should not be relied upon as such. Expert counsel is recommended if there are any issues requiring clarification. | |
| *Remove this table from the document before revising and issuing for your organization.* | |

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| Governance | | | |
| *Documents to provide to new director* | *Lead* | *Due Date* | *Status* |
| An explanation of the board director's role, including a synopsis of their responsibilities and ongoing obligations. |  | On appointment |  |
| Organizational policies and procedures that the Director should be aware of, or where they can be obtained (including criminal record checks, discipline and complaints, etc) |  | On appointment |  |
| Director liability insurance |  | On appointment |  |
| Board structure and meeting schedules |  | On appointment |  |
| Contact and biographical details of other directors and key employees |  | On appointment |  |
| Previous board meeting minutes and agendas for board meetings (min. last six meetings) |  | On appointment |  |
| Appointment dates of board directors |  | On appointment |  |
| Board meeting procedures:   * Meeting location * Meeting duration * When documents are distributed * How to raise items for consideration * Board behaviour * Logistics (parking, lunch, expenses, etc.) |  | On appointment |  |
| Director Code of Conduct |  | On appointment |  |
| Conflict of interest policy and declaration form |  | On appointment |  |
| Any instructions required to access Board online file sharing (if applicable) |  | On appointment |  |
| Organizational calendar that details key dates, general meetings, annual reports, etc. |  | On appointment |  |
| Committee structure   * Terms of Reference for each committee * Reporting requirements * Names of members serving on committees |  | 3 - 6 months |  |
| Board professional development program |  | 3 - 6 months |  |
| Board evaluation process and report |  | 3 - 6 months |  |
| Board succession plans |  | After 6 months |  |
| Other? |  |  |  |

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| Organizational context | | | |
| *Documents to provide to new director* | *Lead* | *Due Date* | *Status* |
| Constitution and by-laws |  | On appointment |  |
| Current strategic plan |  | On appointment |  |
| Current operational plan |  | On appointment |  |
| Mission statement, vision and values |  | On appointment |  |
| Brief organizational history |  | On appointment |  |
| Annual report and audited accounts for past three years |  | On appointment |  |
| Current annual budget and management accounts |  | On appointment |  |
| Details about professional advisors – accountants, lawyers, consultants, etc. |  | On appointment |  |
| Details of any ongoing litigation that the organization is subject to or engaged in |  | On appointment |  |
| Details of any significant contractual obligations |  | On appointment |  |
| Complaints records for past two years |  | 0 – 3 months |  |
| Funding flows and decision making |  | 0 – 3 months |  |
| Organizational reviews or reports |  | 3 - 6 months |  |
| Details of the organizations insurance policies |  | 3 - 6 months |  |
| Risk management policies and procedures |  | 3 - 6 months |  |
| Marketing and branding guidelines |  | 3 - 6 months |  |

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| Internal Organization | | | |
| *Documents to provide to new director* | *Responsible* | *Due Date* | *Status* |
| Organizational charts: board, committees, staff |  | On appointment |  |
| Contact details for board, committees, staff |  | On appointment |  |
| List of meetings related to internal operations |  | On appointment |  |
| Member engagement survey results |  | 3-6 months |  |

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| External stakeholders | |  |  |
| *Activity/document* | *Responsible* | *Due Date* | *Status* |
| Relevant sport-specific media coverage |  | On appointment |  |
| Correspondence with funding and regulatory agencies |  | 3 – 6 months |  |
| Stakeholder map and engagement plans |  | 3 – 6 months |  |
| Annual General Meeting minutes for past years |  | 3 – 6 months |  |
| Major supplier list |  | After 6 months |  |