



**Swimming
Northern
Territory**

DEVELOPING SWIMMING IN THE NT

Swimming Northern Territory

Board Induction Program

Version	Reviewed by	Board Approval Date	Next Review Date
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Board Induction Program

The Swimming Northern Territory (SNT) Board Induction Program is 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 Board Members understand the organisation, the environment in which it operates, and their role in making the organisation a success. The Board Induction Program will take place prior to the first Board Meeting after the AGM, or Board Member appointment.

It is the responsibility of the SNT President to work through the induction pack with all new Board members. In addition to familiarising the new Board Member with the documents, the induction will be used to advise them of the culture of the organisation and their role and responsibilities as a Board Member. The Induction Program procedure will also identify training and development needs to ensure each Board Member can contribute effectively to the organisation.

The following table outlines the SNT inclusions for the Board Induction Program for new board members.

Item	Activity	With whom
Welcome	Welcome and introduction to the board	Chair
Appointment	<ul style="list-style-type: none"> • Letter of Appointment • Copy of Insurance • Expense Reimbursement Policy • Outline of appraisal/review process • Training needs analysis – e.g., ASC Governance Education 	Chair and CEO
Governance	Explanation of function and services: <ul style="list-style-type: none"> • History of organisation • Vision and mission • Ethics, values, and philosophy • Board and committee structure 	Chair and CEO
Governance	Provide a director induction pack, including: <ul style="list-style-type: none"> • Constitution • Organisational chart • Contact details for fellow directors and key staff • Board and senior management CV's • Board charter • Board committee charters and membership • Strategic and business plan, including budgets • Last 3 board meeting minutes • Current and recent (suggest last 3 years') financial statements • Overview of key stakeholders • Key organisation policies (e.g. risk management) • Glossary of definitions of terms and acronyms • Board calendar (Board meetings/other functions) • Annual Board Planner 	Chair and CEO
Internal Relationships	Introduction to staff and outline of each functional area of the business	Chair and CEO
Strategic Planning	Present a copy of the strategic plan; discuss progress	Chair and CEO