
New Board Members The First 100 Days





**Making the fundamentals of
governance free and
easy to implement**

Presenters

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**Slides, webinar video,
whitepaper and templates will
be sent to you. Relax, listen
and ask questions**



The Four Critical Elements



Add checklist image from
whitepaper Page 12



Create Content & Checklist For Delivery & Monitoring of Induction



The First 100 Days

New Board Members

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Steven Bowman
Conscious Governance

Appendix: SAMPLE BOARD INDUCTION PROGRAM

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Your induction program will be different to any other organization. Use this checklist as a foundation to ensure you have not missed any major components in your induction program.

INSTRUCTIONS FOR USE:

1. For new inductees to track their progress through their induction material. or
2. For the Chair and/or Governance Committee to collate the required material in preparing their induction pack for new Directors

Item	Content	Material received	Material read	Questions/further action
	To be used in conjunction with "Induction Insights for Directors online program" https://formative.governanceinsights.com/induction-insights-for-directors			
1	History Outline of formation of organization, key issues, philosophy, foundation participants, ongoing successes, outstanding aspects, highlights and any other historical features. (View "How to read and use your vision statement" induction insights module)			
2	Constitution Highlight those areas most relevant perhaps in a one-page summary as well as the full constitution - for example, voting rights. (View "Tips on what to look for in your constitution, rules and bylaws" induction insights module)			
3	Board policies Access to or copies of all governance policies. (View "How to use your board policies" induction insights module)			
4	Director statement of duties and responsibilities (View "What your Statement of Director Duties means to you" induction insights module)			
5	Director Code of Conduct This provides guidance for Director behaviour			
6	Contact details, CIOs and skills register Include Board members, Chief Executive Officer and auditor			
7	Board and staff communications policy This will provide the ground rules for interactions with staff			
8	Organisational chart			

9	Strategic Plan (View "Understanding and using your Strategic Plan" induction insights module)			
10	Risk Management Plan (View "Understanding and using your Risk Management Plan" induction insights module)			
11	Program descriptions Short descriptions of key programs, how they fit in to your strategic direction, with key highlights and issues to be aware of			
12	Relevant press clippings Background to stakeholder involvement/communication			
13	Annual report			
14	Relevant brochures of programs			
15	Financial documents Budgets, balance sheet, profit and loss, cash flow, variance reports, audited financial statements. (View "Understanding strategic insights from your financial reports" induction insights module)			
16	Schedule Board meeting dates/ other relevant dates. For example annual dinner, conferences, annual Board Work Plan			
17	Board training program Professional development for Directors			
18	Board minutes Minutes from the last three meetings			
19	Board resolutions A resolution may be a single act by the Board to approve or adopt a change to a set of rules, new program, new contract, etc. resolutions are included in the minutes of the Board meeting.			
20	Board evaluation process Examples of previous Board evaluations and outcomes			
21	Insurance policies Provide copies			
22	List of key legislation Particularly those which affect the Board and organization, and a compliance schedule stating how compliance is managed by staff			
23	Decision making skills and strategic thinking protocols (View "How to stop micromanaging - Operational vs strategic" induction insights module)			
24	Board member "Expectations worksheet" States the expectations the Board has of Directors			
25	Board meeting protocols (View "Getting the most from your induction - Mentoring" induction insights module)			
26	Induction program key dates Including visits to chairman, staff briefings, site visits etc.			
27	Glossary of terms A list of acronyms, jargon and critical terms.			

Download the word template!



Getting the Most from your First 100 Days



- 1. Understanding and using your Strategic Plan**



Getting the Most from your First 100 Days



2. How to read and use your Vision Statement



Getting the Most from your
First 100 Days



3. How to use Board Policies



Getting the Most from your First 100 Days

4. Extracting Strategic Insights from your Financial Reports

PROFIT AND LOSS STATEMENT

- What's the reason for the variance between what was expected and what our reports tell us?
- Given this reason for variance, what are the strategic implications?
- What's not working? What do we need to do about it?
- What questions should we be asking that we haven't asked yet?



Getting the Most from your First 100 Days



4. Extracting Strategic Insights from your Financial Reports

BALANCE SHEET

- What are the key ratios your balance sheet is telling you?
- What has changed and why?
- What are the strategic implications?



Getting the Most from your First 100 Days



4. Extracting Strategic Insights from your Financial Reports

CASH FLOWS

- What's our cash flow likely to be like on a three-month rolling basis?
- Are we keeping to our budget, or do we expect to fall below our forecasts?
- What are the strategic implications for us and what, if anything, do we need to start doing about it?



Getting the Most from your First 100 Days

4. Extracting Strategic Insights from your Financial Reports

KEY RATIOS

- What are the acceptable ranges for our ratios?
- What has changed and what do we need to consider longer term?



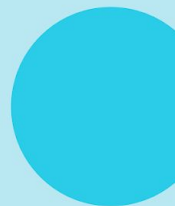
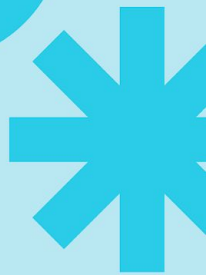
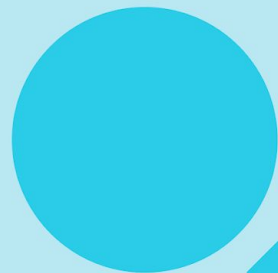
Getting the Most from your First 100 Days



5. Understanding and Using your Risk Management Plan

QUESTIONS

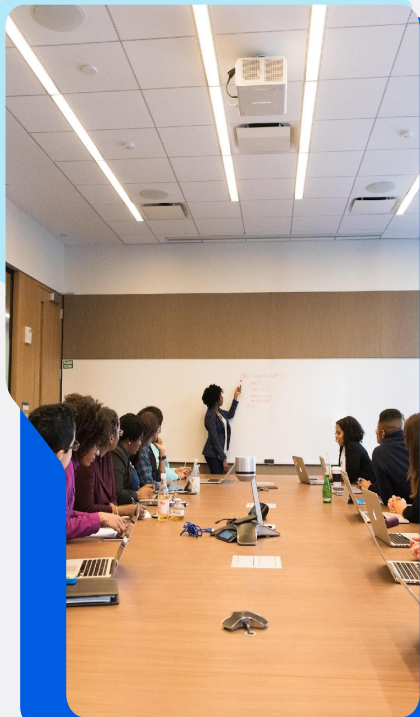
And Discussion





5. Understanding and Using your Risk Management Plan





Strategic Questions to Consider Before and During your Board Meeting



- What are the 2 or 3 key risks we should receive reports on, and focus on leveraging for opportunity?
- What is our risk appetite and how do staff use that to triage what they bring to us as Directors?



6. Tips on what to look for in your constitution, rules and by-laws



- What are our dispute mediation/ Conflict resolution clauses?
- How is voting carried out at the Board meeting?
- What are the terms of my position?
- Are we carrying out everything required of us based on our constitution?
- Have there been in legal changes that must be reflected in our constitution?



7. Reflection on Legal Responsibilities



- The Duty of Care
- The Duty of Loyalty
- The Duty of Obedience



8. Getting the Most from Your Induction - Mentoring

• • •
The Mentor and New Board Members may want to Address;

- new Board member's questions regarding how the Board works, about individuals or about Board actions;
- any problems with the new Board member's conduct that do not meet Board expectations;
- goals and major areas of interest as a new Board member;
- new Board member's satisfaction with the induction as well as his or her ability to participate at Board and Committee meetings.



Summary



There are 3 key areas that need to be a focus of any new Director in their first 100 days on a Board

1. Make the most use of the Induction program
2. Understand how the Board uses various resources to help shape powerful questions and conversations
3. Be willing to contribute questions and discussion from your first Board meeting onwards



[Blog](#) > [Governance Mastery](#) > Surviving Your First Board Meeting

Surviving Your First Board Meeting

November 1, 2021 | [Governance Mastery](#) |  Chris Ridd

The first time attending a board meeting can be a bit nerve wracking. Despite the fact that you've probably been invited to make decisions with the upper echelons of an organisation because of your impressive skill set, you might still feel like it's your first day on the job – awkward, lacking confidence, unsure of yourself. That feeling is perfectly normal, whether you're an executive presenting to the board for the first time or a first-time director.

We talked to Chris Ridd, chairman of the board of MedAdvisor and non-executive director and adviser on the board of Compass Education, about what it takes to survive your first board meeting.

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Steven Bowman



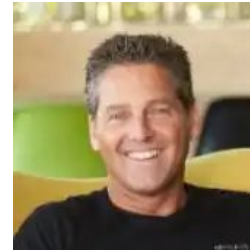
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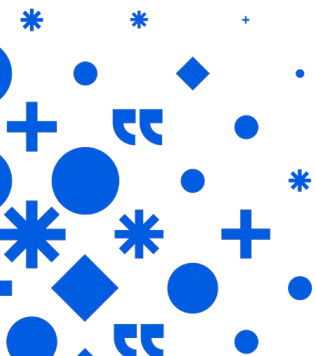
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Webinar Schedule 2022



<i>Diversity of thought - your next board super power?</i>	<i>February 3</i>
<i>Unlock the Power of Board Policy Making</i>	<i>February 10</i>
<i>How to run robust board meeting cycles</i>	<i>February 24</i>
<i>How to develop guiding board policies</i>	<i>March 10</i>
New board members - The first 100 days	March 24
Create a CEO Report that will delight your board	April 6
Creating effective minutes for your board meeting	May 12
Understanding the power of great board dynamics	May 19



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