



## ATHLETICS NORTH QUEENSLAND

### New Board Members Induction Guidelines

A package consisting of the following documentation will be provided to all new Board members upon appointment:

- Position Description
- Mission statement
- Constitution and/By Laws
- Strategic plan
- Policy manual
- Minutes of board meetings for the past year
- Annual report
- Auditor's report
- A brief summary of programs (if the annual report doesn't have one)
- A brief summary of sources of donations and grants (if the annual report doesn't have one)
- Current year's budget
- Addresses and telephone numbers of board members and staff
- A list of advisory panels/committees, their terms of reference, their chairs and their members. If there are several advisory panels/committees, include a chart showing how they fit together
- Copies of the organisation's newsletters for the current year
- The organisation's current brochures and flyers
- Recent relevant media clippings

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1.0	ANQ	J. Minehane Operations Manager	October 2014	October 2016

