

# BOARD INDUCTION CHECKLIST

Apprenticeships  
R US



Honesty, Integrity & Accountability



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## INDUCTION CHECKLIST

Congratulation on your appointment as a director of Apprenticeships Are Us Ltd. To assist you on your journey as a board member, the Chair of the board and the CEO will conduct a formal board induction with you so that you are properly prepared and informed. This is also to allow you the opportunity to obtain any additional information that you require to undertake your duties.

## APPOINTMENT OF THE DIRECTOR

- As per section 17.6 Apprenticeships Are Us Ltd Constitution (Governing Document) a general meeting of members has been held and the Company has agreed by ordinary resolution to appoint the director upon agreement that satisfactory due diligence has been conducted as above.
- Declaration for Responsible Persons has been completed and provided to Apprenticeships Are Us Ltd.

## NOTIFICATION TO THE ACNC

- The ACNC Charity Portal has been updated to reflect the addition of the director as a responsible person within 28 days of appointment.
- ASIC register has been updated to reflect appointment of director within 28 days of appointment.

## INDUCTION PROCESS

- Letter of Appointment as Responsible Director (containing Board Induction Pack) has been received.
- Introduction to the organisation's management team has been completed.
- Board Pro login and tablet to access Board Pro have been received.
- Director Bio has been added to the Apprenticeships Are Us Ltd website.
- Future board meeting dates have been received.
- Board Recruitment Policy (containing on-going education policy) has been received.

## ON-BOARDING EDUCATION

- Director confirms completion of review of ACNC Guidance Materials within 2 weeks of appointment:
  - The 'Governance for Good – the ACNC guide for charity board members'
  - The 'Managing conflicts of interest – guide for charity board members' ACNC resource
  - The 'Managing charity money – guide for board members' ACNC resource
  - The ACNC guidance on related party transactions has been reviewed
  - The 'Welcome to the Board' ACNC Webinar has been completed by the New Director

## ACKNOWLEDGEMENT

By signing this document, I, as the Director:

- (i) confirm that I have received and considered the documents provided to me (as listed above);
- (ii) confirm that where I have checked a box above, the documents have been reviewed or the activity has been completed;
- (iii) acknowledge my on-going requirements for education in accordance with the Board Recruitment Policy; and
- (iv) acknowledge and understand my role and duties as a Responsible Person in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* (NSW) and the *Australian Charities and Not-for-profits Commission Regulation 2013* (Cth).

<b>Applicant Director</b>
<i>Signature of Applicant Director</i>
<i>Full Name of Applicant Director</i>
<i>Date</i>

<b>Chair of the Board</b>
<i>Signature of the Chair of the Board</i>
<i>Full Name of the Chair of the Board</i>
<i>Date</i>

<b>Chief Executive Officer</b>
<i>Signature of the Chief Executive Officer</i>
<i>Full Name of the Chief Executive Officer</i>
<i>Date</i>