# Board of Trustees Policy: Board Induction (NAG 6)

## Blind & Low Vision Education Network NZ

The board is committed to ensuring continuity of governance and a smooth transition when trustees join the board. Therefore:

1. New trustees will receive a welcome email on their joining the board
2. As part of the induction process new trustees will be provided with:
	* An invitation to join the BLENNZ BOT Dropbox that holds documentation available to Board members as part of the induction process
	* A suggested date/s of induction
	* A date of the next board meeting
	* Chair and principal contact details
3. New trustees will be given access to the electronic version of the school’s governance material including:
	* Charter – including the strategic and annual/operational plans
	* Policies
	* The current budget
	* The last ERO report
	* The last annual report
	* The current Board Work Plan
	* Any other relevant material
4. The chair or delegate will meet with new board members to explain board policy and other material in relation to effective governance.
5. The principal and chair or delegate, will brief all new members on the organisational structure of BLENNZ.
6. The principal will arrange a site visit of the national campus and the nearest Visual Resource Centre to the Trustee.
7. New board members are to be advised of the professional development that is available from NZSTA and other relevant providers.
8. After an agreed period of time the effectiveness of the induction process is to be reviewed by the chair with the new members.

Review schedule: Triennially

Approved:  Date: 28 October 2022 Next Review: 2025