

What: PRII proposed induction programme for new board members

Who: Sarah Ryan

When: Updated 28 April 2024

Step 1 Election or appointment of new board member to the PRII board

This may involve discussions with the Chair or other board members prior to appointment; however, the induction programme presumes a limited knowledge of the board workings.

Note: election takes place at the AGM, however it is possible that appointees to the board join at a different time (e.g. Sarah Ryan was appointed in February 2023).

Step 2 Contact with CEO re required registration and access to information for Directors

The CEO contacts each new Council member to complete necessary CRO filings and to get them access to the Director's Only area of the portal where they can view the Meeting Packs for the previous year. There is also a special designated area for New Council members in the Portal with three years of financial reports, info on roles and responsibilities of Directors and Officers, PRII Policies etc.

The Independent Council Member (who is an external expert but not a member of the PRII) will also be subscribed to the weekly ezine as an easy way to stay informed on Institute activities.

Step 3 Welcome meeting with Chair and Vice-Chair

The Chair and Vice-Chair meet with the new board member(s) for 1-2 hours to welcome them and provide an overview of how the board works in practice. They would also delve into the interests of the new member(s) and what activities their skills might be best suited to.

Question: would it be helpful to provide an overview of the recent board review process, the impetus for this and the outcomes?

Step 4 Welcome meeting with CEO and executive staff

The CEO extends an invite to the new member(s) to meet at the PRII office. This provides an opportunity to see the office and to meet the CEO 1:1 to understand her/his priorities and how best to interact with the executive. It would also include an overview of the history of the PRII.

The CEO 1:1 is followed by coffee and chat with the executive staff so the new member(s) gain an understanding of who looks after what and can put faces to names.

Step 5 Coffee with board members

While new members attend board meetings, these are focused on the work at hand and provide limited opportunity to get to know fellow board members. New and existing members to be encouraged to meet 1:1 for coffee and to learn more about each other.

It would also be ideal if a common social occasion could be arranged once a year to aid relationship building for all board members.

Step 6 Attendance at training or education event

A mainstay of the PRII is the education opportunities it provides to members. New board members should be invited to attend a training opportunity of their choice (subject to availability) to see the offering and how members benefit.

Step 7 Attendance at the national conference in October

All board members invited to attend the national conference as representatives of the PRII national council. Board members to each host a table and act as ambassadors for the PRII.

Question: Should there a version of the induction programme for new committee members who aren't also board members?

Ends.