# SPORT WELLINGTON – INDUCTION PROCESS

## Overview

The objective of Sport Wellington’s formal induction programme is to allow Trustees to understand the obligations that they are taking on as Trustees and to adequately prepare for their role.

All new Trustees will be formally inducted.

Induction must cover all the following topics:

* The obligations and level of accountability that a Trustee undertakes, including the fiduciary duties that apply to Trustees – (Chair)
* The Deed and the Charter – (Chair)
* The most recent annual report and the current financial standing of the Trust – (Chair)
* The organisation’s objectives and key stakeholders – (CEO)
* The Trustee’s obligations if a conflict of interest arises – (Chair)
* An introduction to the business via major contracts and teams – (Managers)

It is the responsibility of the Chair to ensure that a formal induction takes place in accordance with the induction process.

## Process

Introduction to Sport Wellington and the Board (Chair)

* Organisational culture
* Board culture
* Expectations of Trustees

Session One: Background to Sport Wellington (CEO)

* RSTs and their development
* Background; vision, purpose, core values; key messages, structure, stakeholders
* What we deliver – the most recent Annual Report

Session Two: Board of Trustees (Chair)

* Role of the Board; Deed and Charter; Governance and Management; Conflicts of Interests; Board Meetings; Sub-committees; Working Groups and WIP

Session Three: Budgeting, business and financial planning (Chair/CEO/Finance Manager)

* Strategic Plan; Annual Business Plan; Risk and Assurance; other key strategies

Session Four: General discussion/Business Unit and major contract overviews (GM and Managers)

Session Five: Housekeeping (Support Services Manager)

* Administration of the Board
* Completion of any administration

Timing: The induction process will take around four hours to deliver