## G4: BOARD OF MANAGEMENT SUPPORT AND TRAINING

All Community Gateway Board of Management members will receive support and training appropriate to their position. By providing opportunities for Board of Management members’ development and encouraging Board of Management members to expand their knowledge and skills, Community Gateway believes that the improved abilities of its Board of Management members will be reflected in continuing improvements to services.

### Board of Management Support

Support for the Board of Management is important to ensure that Board of Management members are able to effectively govern the organization.

Board of Management members will be provided with regular support and must contact the Chief Executive Officer or Chairperson if issues arise.

Board of Management members must contact the Chairperson if issues arise, which need to be dealt with urgently.

The Chairperson of Community Gateway Board of Management and the Chief Executive Officer are responsible for providing support to Board of Management members.

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### Orientation for New Board Members

An orientation kit for Board of Management members will be maintained by the Secretary, with assistance from the Chief Executive Officer and will be given to all new members.

The Board Orientation Kit will include copies of:

* the constitution
* Board roles and responsibilities
* budget
* information about funding sources and service descriptions
* organisation chart
* staff job descriptions
* purpose, philosophy and objectives
* the annual plan
* information about Board of Management meetings
* Confidentiality agreement
* Code of Behaviour

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### Basic Training Requirements

The training needs of Board of Management members will be discussed with the Chief Executive Officer on initial appointment to the Board of Management.

The Chief Executive Officer is responsible for ensuring that the basic training needs of Board of Management members are met. This may be through:

* the provision of the Board of Management members’ orientation kit and Policy & Procedures manuals (See 1.14)
* referral to an external training course
* the provision of 'in-house' training sessions.

Basic training for Board of Management members will ensure that:

* all new Board of Management members have induction training through an orientation session. This will cover the Board of Management members’ orientation kit and the content and use of this Policy and Procedures Manual
* Board of Management members receive training on Occupational Health and Safety issues
* Board of Management members receive training regarding the legal responsibilities associated with their membership on the Board of Management
* Board of Management members receive training related to the needs of the client group
* Board of Management members will also receive ongoing training on the content and use of this Policy and Procedures Manual.

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### Board of Management Member Development Opportunities

Community Gateway will support its Board of Management members in development, education and training activities, which are relevant to, and will benefit the organization. Support may include:

* Board of Management members attendance for workshops, seminars and conferences and
* purchasing resources such as videos and research literature.

Board of Management members will report back to the Board of Management about any training activities, which they have attended and the value of the activity to their membership on the Board of Management.

#### RESPONSIBILITIES

* Board of Management members
* Chief Executive Officer

**STANDARDS and COMPLIANCE**

*Community Care Common Standard 1.1: Corporate Governance*

*Community Care Common Standard 1.2: Regulatory Compliance*

*Community Care Common Standard 1.3: Information Management Systems*

*Community Care Common Standard 1.4: Community Understanding and Engagement*

*Community Care Common Standard 1.5: Continuous Improvement*

*Community Care Common Standard 1.6: Risk Management*

*Community Care Common Standard 1.7: Human Resource Management*

*Community Care Common Standard 1.8: Physical Resources*