

NEW DIRECTORS' INDUCTION PROGRAMME

Information on the CCPR	Outcomes	Actions
History	Directors will know about the history of the CCPR in order to understand the nuances of the relationships with other organisations, eg Sport England.	<ul style="list-style-type: none"> • Meeting with at least one of the Vice Presidents to discuss the "old days". • Provide a copy of the 1972 Heads of Agreement and background information on the last proposal for a "buy out" of this Contract [prepared 1987]
Organisational Structure	Directors will have a feel for the work of the organisation, what it does, whom it serves, what difference it makes to British sport.	<ul style="list-style-type: none"> • Meeting with the Chief Executive • Details of Committee Structure/members • Attend one of the Divisional Chairs/Deputy meetings • Attendance at selected Divisional Meetings • Copy of the current Annual Report and Memorandum and Articles of Association • List of events eg Conference, AGM, seminars • Supply most current CCPR documents eg newsletter • Copy of Ethics & Equity Plan & Statement • Copy of CCPR Enterprises Memorandum & Articles of Association • Provide details of CCPR Enterprises Partners List.
Equality & Diversity	Directors will understand the role of the Board in ensuring equality and diversity is promoted throughout the organisation.	<ul style="list-style-type: none"> • Equality & Diversity policy and action plan to be provided • Reporting structure for monitoring and evaluation of equality & diversity action plan • Arrange equality training
Strategic Direction	Directors will be clear about the CCPR's mission, vision and values and be aware of the goals to be achieved.	<ul style="list-style-type: none"> • Meeting with Chair and/or Chief Executive • Copy of Strategic Plan • Copy of Operational Plan • Copy of Communication Strategy

Finance	Directors will know about the business plan, where the money comes from and how it is spent.	<ul style="list-style-type: none"> • Conversation with the Head of Finance • Current Budget • Last set of Quarterly Management Accounts • Expenses Claim Form and Guidance Notes
Staff Structure	Directors will understand who does what and where the lines of accountability are.	<ul style="list-style-type: none"> • Copy of the current organisational chart • Copy of the telephone extension list • Visit to the office and meet staff
Information on the Board	Outcomes	Actions
Board member roles and responsibilities	Directors will understand the responsibilities of the Board, how the Board operates and individual roles within the Board.	<ul style="list-style-type: none"> • List of current Board members with CVs/biographies • Job descriptions of the Chair, Deputy Chair, Treasurer and Director • Include reference to declarations of interest
Board operations	Directors will understand how the Board operates in order to help their effective participation.	<ul style="list-style-type: none"> • Copy of the last 2 Board meeting minutes • Copy of last 2 General Council Minutes • List of General Council members • Copy of current Meetings schedule • NCVO/ACEVO courses to be offered