

GUIDE TO TRAINING AND DEVELOPMENT FOR GOVERNING BODY POLICY TEMPLATE

ABOUT THIS POLICY AREA

This policy guides how the organisation provides members of the board or management committee with ongoing development of their skills and capacities to ensure that they can carry out their roles and responsibilities as board or management committee members effectively.

A written training and development for governing body policy is required as part of meeting Standard 11 (Governance and accountability).

Standard 11 — governance and accountability

The organisation develops, implements and reviews procedures and strategies to ensure members of the management committee are adequately skilled and prepared to be able to carry out their roles.

Policy checklist

The following checklist will help you check that an existing policy covers this area adequately.

The policy should:

- say when and how priorities for training will be determined and reviewed
- explain how resources will be allocated to provide effective training and development
- say how records of training and development will be kept
- contain clear procedures and actions
- indicate the timing of any actions
- show when it was approved
- show when it was last reviewed.

COMPLETING YOUR TRAINING AND DEVELOPMENT FOR GOVERNING BODY POLICY

Using the policy template

The template provides some example statements. You can adapt these statements and include them in your policy or write your own statements to better suit the operations and services of your organisation.

To customise the policy template, click on the shaded sections <<Insert text>> and insert the information that is specific to your organisation.

When you have completed the policy template, delete the shaded instruction sections such as: [Refer to the training and development for governing body policy template guide for questions and/or examples to consider when customising this section.](#)

For further information on using the policy guides, refer to the information in *Using the policy templates and guides*.

Guidelines for each section of your policy

1. Purpose

When identifying the purpose of the policy, consider how it might apply to the particular needs of your organisation's board or management committee. Do you need to make specific statements to ensure you are inclusive of particular groups, such as Aboriginal and Torres Strait Islander peoples, Australian South Sea Islanders, people from culturally and linguistically diverse backgrounds and people with a disability?

2. Scope

To determine the scope of the policy, consider the following questions:

- Does this policy apply to all members of the board or management committee?
- Are there circumstances in which the policy may apply to only some members of the board or management committee (for example, where specific individual skill development needs are identified)?

3. Policy statement

If you are adopting the policy statement in the template, consider whether there are any additional commitments your organisation wants to make.

In identifying the actions your organisation will take to implement this policy, you should include the following:

- identifying and reviewing training and development needs within the board or management committee
- establishing a budget for the provision of training and development
- establishing training and development priorities
- providing training and development opportunities.

4. Procedures

The procedures describe how your organisation achieves the aims and goals you have outlined in your purpose, scope and policy statement.

4.1 Identifying and reviewing training and development needs

Describe how you will identify and review the skill development needs of board or management committee members. This may include:

- group discussion by the board or management committee of the range of skills development they believe is needed
- individual board or management committee members completing self-assessments
- a group assessment conducted by someone external to the board or management committee.

4.2 Allocating resources

Indicate whether a specific budget will be set aside for training and development, how this amount will be decided, and how priorities for expenditure will be decided.

4.3 Providing training and development opportunities

Describe the range of training and development opportunities that may be considered. This may include:

- in-house training or development sessions
- attendance at external training courses or information sessions
- self-directed reading or online training.

5. Other related policies and documents

List the other policies related to the training and development for governing body policy. The policy should be linked to:

- election of governing body policy
- induction of governing body policy.

6. Review processes

Consider how often the policy should be reviewed and the process for doing this:

- **frequency of review:** Most policies benefit from an annual review. The experience of implementing the policy is used to decide which changes are necessary. Consider reviewing your training and development for governing body policy as part of an annual review of your organisation's governance-related policies or, if your organisation is small, perhaps over a three-year period. Critical incidents may prompt you to review the policy ahead of schedule.
- **responsibility for the review:** In most organisations, the board or management committee would be responsible for reviewing this policy in consultation with senior staff.
- **process for the review:** Decide which particular staff, volunteers, external people and organisations will provide input to the policy review.
- **decision-making process:** Who will review draft changes to the policy and approve changes? What will be the timeframe for the review process?
- **documentation and communication:** What records of the policy review process are needed? How will changes to the policy be communicated to staff implementing the policy? In a small organisation, this may be as simple as noting the changes at a staff meeting. In a larger organisation, an email memo may be needed.
- **key questions for the review:** Is the policy being implemented? Are procedures being followed? Is the policy clear? What has changed that may prompt a change to the policy particular stakeholders had difficulty with any aspect of the policy? Can their concerns be resolved? How does the policy compare with that of similar organisations?