



# Welcome to the IAATI Board

## Induction Guide



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## List of acronyms

The following is a list of terms that are sometimes referred to during board meetings:

AGM	Annual General Meeting
IACP	International Association of Chiefs of Police
APB	All Points Bulletin our IAATI magazine
ATPA	Auto Theft Prevention Authority
ATT	Auto Theft Today our IAATI electronic newsletter - Replaced by VCT
IAMI	International Association of Marine Investigators
NAEC	North American Export Committee
NMVTIS	National Motor Vehicle Title Information System
SOPs	Standard Operating Procedures
VCT	Vehicle Crimes Today
VP	Vice President

“Put your game lid on. Car crime/ vehicle enabled crime is going to get a whole lot busier over the coming years. IAATI International (through its chapters) is and will continue to be one of the most authoritative voices on the subject globally for this reason. This ain't our first rodeo.”

*Justin Powell, UK Branch President, 2016*

## What is the role of the IAATI Board?

The Board<sup>1</sup> is the governing body responsible for ensuring the long term health and success of the international operations of the Association.

The Board acts on behalf of the members and its branches and chapters to ensure that the organization remains viable and effective both in the present and for the future.

The Board has the ultimate authority for the international financial operations and budgeting to ensure the achievement of strategic objectives. It also has the responsibility of ensuring that the various activities of the organization are in compliance with the law and expectations of stakeholders and that all risks are managed.

The IAATI Board is not responsible for the financial operations of the separate chapters and branches. This is the responsibility of the individual boards of each branch and chapter.

## What are the major responsibilities of the Board?

The Board's key governance responsibilities include:

- **Strategic Planning** - set and review the short, medium and long term goals of the organization in consultation with management and key stakeholders
- **Financial Oversight**
  - approve budgets; monitor business performance;
  - approve large investments and any major financial decisions;
  - ensure there is accurate financial reporting
- **Policy Formulation** - establish a Board level policy framework for governing the organization within which all operational plans and actions are developed
- **Legal Compliance** - ensure that the organization complies with all aspects of the law, including legislation covering such areas as employment, trading, occupational health and safety
- **Risk** - ensure major risks are identified and managed, ensure a risk management plan is established and monitored to ensure compliance and effectiveness
- **Organizational Performance** - monitor management and organizational performance
- **Succession Planning** - for the Board and oversight of staff and management
- **Stakeholder Relations** - identify key stakeholders, build relationships, communicate and seek stakeholder views on strategic direction
- **Promotion of the organization** - positive ambassadors externally and role modeling internally
- **Reporting** to members and other stakeholders at the annual general meeting

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<sup>1</sup> Throughout this Induction Guide the term 'Board' will refer to the IAATI board that governs the international operations of the Association. It does not refer to the separate boards overseeing the operation of the individual branches and chapters.

## Rights of Board Members

All Board members have the following rights to:

- receive or access information from organization records
- question fellow committee members on matters relevant to organization management and receive truthful responses
- access and utilize professional advice
- have opportunities to have views heard in meetings
- receive reasonable notice of meetings
- receive meeting minutes in a timely manner

## Duties of Board Members

Each committee member is responsible for:

- carrying out designated tasks relevant to his/her elected role
- acting with good faith and honesty in the best interests of the organization
- acting with reasonable care and diligence
- remaining committed to the purpose and outcomes of the organization
- attending to the required reading prior to meetings
- contributing to the effectiveness of the organization's activities
- providing advice, criticism and suggestions, thus helping the decision-making process
- questioning any process or information that requires transparency or clarification
- being active in the organization - attending events and functions
- participating in establishing goals with respect to strategy and direction of the organization.
- understanding the organization's financial situation
- ensuring the organization manages risk and complies with its legal obligations
- declaring and dealing with any conflict of interest adhering to the relevant rules and requirements required by law and the rules of the organization

In addition to the general Board member duties, a committee chairperson responsibilities typically include:

- providing overall leadership of the committee and overseeing its effectiveness in fulfilling its purpose of governance
- chairing all (as far as practicable) committee meetings, ensuring that meeting rules are followed
- facilitating discussion and decision making
- managing the (agreed) process of the meeting
- delegating governance tasks to the appropriate committee members
- coordinating the meeting agenda items and the production
- being aware of future directions and plans, specifically the key long-term goals.

## What does Board commitment involve?

### Term of Office

The term of office for all Board members is approximately one year. The actual length of each term is subject to the dates of the Annual International Training Seminar, as the term commences and terminates with the swearing in of the incoming board during the Annual Seminar dinner.

In the case of Presidents, there is an expectation that they will continue to play an active role on a number of the committees (i.e. Oversight Committee, Nominating committee, etc.) for 2 years after their Presidency.

It is important that you are able to commit to the set term of office, as it affects Board performance, succession planning and organizational health.

### Board Meetings

The full board holds a minimum of three meetings during the year, although more may be organized if required.

1. Late January - telephone conference meeting of the full board
2. Saturday before the Annual Seminar - onsite board meeting of the full board. (When the Seminar is held outside of North America this meeting will be one week earlier and conducted via teleconference)
3. Wednesday of the Annual Seminar - onsite board meeting of the full board

You may not be able to attend all of them - but you are encouraged to make a concerted effort to attend each meeting. If you cannot make these meetings due to other commitments, you should communicate this to the President and Executive Director in advance of the meeting.

### Board Activities

From time to time, Board members may be asked to participate in activities such as strategic planning days, Board performance evaluations, social events, etc. These will usually take place during the Annual Training Seminar.

Depending on your role on the Board, you may also be required to speak or meet with other related groups, sponsors, members, suppliers or the media on behalf of the Board or the organization.

### Board Committees

All Board members will be expected to serve on a number of Board Committees. The specific committees you will be asked to serve on will be dependent on your interests, expertise and in some cases your role on the board, i.e. our SOPs for some of the committees specifies the chairs and makeup of some of our committees.

A listing of all Board members and the Committees they have been assigned to are included on the website at <https://iaati.org/about/committees>

Descriptions of the committees are include in the Standard Operating Procedures (SOPs) which can be access at <https://iaati.org/about/documentation/standard-operating-procedures>

Currently the range of committees includes:

- International Annual Seminar Committee
- APB Committee
- Asian Development Committee
- ATPA Committee
- Auto Finance Committee
- Awards Oversight Committee
- Award Committee - Component Part Marking
- Award Committee - Directors Award
- Award Committee - Raymond H. Dreher Award
- Award Committee - IAATI Award of Merit
- Awards Committee - Insurance Investigator
- Award Committee - NICB Award
- Certification Committee
- Chapter Branch Committee
- Constitution By Laws/SOP Committee
- Education/Training Committee
- E-News Committee (Vehicle CrimesToday)
- Ethics Committee
- Finance Committee
- Heavy Equipment Committee
- IACP Committee
- Information Technology Committee
- Insurance Liaison Committee
- LATAM/Mexican Development Committee
- Legislative Committee
- Manufacturers Coordinating Committee
- Marine Committee
- Marketing Committee
- Membership Committee
- NMVTIS Committee
- Nominating Committee
- North American Export Committee
- Oversight Committee
- Property Committee
- Site Selection Committee
- Sponsor/Vendor Recruiter
- Sponsorship/Exhibits Committee
- Strategic Planning Committee
- Survey Committee

The incoming President may consult with each board member about which committees they would be keen to be involved with, however, if there are particular committees you would like to be a member of please contact the President as soon as possible. If you have been assigned to a

committee that you don't feel comfortable with, please discuss this with the President as soon as possible.

The frequency of Committee meetings varies across the committees however most committees are expected to try and have some form of meeting or communication at least on a monthly basis. Many Committees also take the opportunity to hold meetings onsite during the Annual Seminar. These meetings are typically scheduled any time from the Saturday afternoon before the seminar (after the Board meeting) through to the Tuesday afternoon.

### **Annual General Meetings (AGMs)**

The Annual General Meeting is held on the Thursday afternoon of the Annual International Seminar. All Board members at the Seminar the seminar are expected to attend the AGM. This demonstrates to our members and sponsors your commitment to the Board and increases confidence in the Board.

When attending AGMs, Board members are expected to wear the official dress code and their Board member name badges (see the section on 'Dress code')

### **Board and Committee reports**

Each Committee Chair is required to provide the President and Executive Director monthly and quarterly Board reports on the activities of their committees.

The *monthly report* is a shorter report that provides a brief update to the President and Executive Director. The *quarterly report* is a more detailed report that is collated with all other Committee reports and sent out as the quarterly Board papers.

The schedule for board and committee reports is:

- 30th September: Monthly report that outlines your Committee's goals and work plan with milestone dates.
- 31st October: Quarterly Board report that outlines the progress your committee has made in addressing the tasks and goals specified on your work plan (as reported in previous report)
- 30th November: Monthly report on progress achieved in November towards your work plan.
- 10th January: Board report for January Conference Call meeting. This is the most detailed report so far. It should list your goals as specified on your work plan; progress towards your work plan milestones; tasks still to do; copies of any reports completed; any issues you have encountered, any recommendations, advice or feedback you are seeking from the board, etc.
- 28th February: Monthly report on progress and activity undertaken by your committee during February.



30th April:	Quarterly Board report - detailed update on your committee's progress towards its work plan since the January Conference call.
31 May:	Monthly report on progress and activity undertaken by your committee during May.
30 June:	Monthly report on progress and activity undertaken by your committee during June.
Late July:	Board report for the Saturday on-site board meeting (held on the Saturday before the International Seminar). This is the most detailed report each year. It is to provide a comprehensive review of your Committee's goal's achieved and activities that are still to be completed. It should include copies of any documents (reports, business cases, pamphlets, etc.) produced by the committee, recommendations for consideration by the Board or other committees; handover advice for the incoming committee, i.e. tasks that they could consider.
Late July:	AGM report - this is a brief synopsis of the committee's activities during the year. Ideally this should be limited to a couple of paragraphs where possible.

An example report template is attached as an Appendix. This template may not be suitable for all committees, and you may use an alternative format if you desire.

### **Raising Items for Consideration**

Any board member may ask for any issue to be considered by the Board or one of its committees. Depending on the nature of the issue it may be advisable to first talk to the President, Executive Director or the relevant Committee chair about the item you wish to raise and what the best way of progressing it is.

Sometimes the most effective way is via asking the Chair to include the item on a committee's work plan. Alternatively you may wish to draft a short discussion paper or even a draft business case which you can forward either to the board or to the relevant Committee for consideration.

While all ideas and suggestions are always welcome please bear in mind that many committees' workloads will increase as we approach the Annual Training Seminar, so if possible forward all suggestions as early as possible in the year.

### **Voting at Board Meetings:**

When a vote is required at the board meeting it is usually conducted by a show of hands or, in the case of conference calls, by saying of 'Aye' or 'Nay'.

Only the Executive, Directors and Branch or Chapter Presidents, and Past Presidents that have meet the attendance requirements are entitled to vote during board meetings. Associate Directors are not entitled to vote.

Branch and Chapter President's may appoint their Vice-President or another member of their branch to represent them during a board meeting) if they are unable to attend.

### **Telephone Conference Calls:**

The January Board meeting is conducted via means of a telephone conference call, as may be many of the committee meetings.

The telephone and pin numbers for all conference calls are always:

Ph: 605-313-4802 (callers outside of USA please add the country code +1)  
PIN: 444592

The time of the conference call will always be based on USA Eastern (New York) time. Please ensure you have correctly converted the start time and date to your local time. It is recommended you use the following website to convert the meeting time correctly:  
<http://www.timeanddate.com/worldclock/converter.html>

The January Board conference call will generally last 1 hour or possibly longer. Please be online and ready to start the meeting a few minutes before the scheduled time.

A role call will be conducted at the start of the meeting. If you join the conference call late please do not interrupt the meeting by announcing yourself. Wait to the end of the items being discussed and then announce yourself.

Please remember when participating in conference calls to find a quiet location free from interruption. The impact of 20-30 people on the line at one time can result in considerable background noise being amplified. You are therefore asked to please mute your microphone at all times while you are not talking.

Additional conference call etiquette:

- Disable your "Call Waiting" feature. The clicking noise you hear when another call comes in can be heard by the other participants and will be distracting. For most phone systems, dial \*70 (star 70) to disable the call waiting. When you hang up, "Call Waiting" will be automatically re-enabled.
- No Ringer: If you're using a two-line phone, turn off the ringer to the second line.
- Mute: Use the "mute" button on your phone, when necessary, to keep out background noises, breathing, coughing, sneezing, typing, etc. Please make sure you know where the mute command is on the unit you are calling from.
- Please don't use the "hold" button. It might make a buzzing in the line that can be heard by other callers. If you have "music on hold" the music will be heard by the other participants and interrupt the call.
- Please do not take the conference call while in your car. If there are distracting noises on the line - echoes, static, clicking, buzzing or background sounds - the conference call

leader might have to ask everyone to hang up and call back to clear the noise.

- Be ready! Have the conference call phone number and participant access code (if any) ready so you don't have to search for it at the last minute. Writing them down on your calendar is a good idea.
- Note long distance: Please note that in most cases you'll be calling a long-distance number, and that cost will show up on your telephone phone bill. (Unless you've got an unlimited long distance plan.) Members outside of the USA may wish to use Skype or similar methods to reduce the costs of these calls.
- If you are using Skype it is recommended you shut down any other programs running that you don't need for the meeting, so your computer have access to its maximum resources and the quality of the Skype call will not be affected.
- Call in just a couple of minutes before the beginning of the call. Don't call in late because our calls begin promptly on time. There is usually only a brief period for introductions prior to beginning with the bulk of the call information.
- If the phone rings but you get no answer - or if the participant access code will not work - you might have misdialled or you are calling at the wrong time. Check the number and the time (and the code) and redial.
- If you get a busy signal, you've either misdialled, or the teleconference bridge is full. Check the number and dial again. If it's still busy, then the bridge is full and will remain full for the duration of the conference call.
- Call from somewhere quiet - away from pets, children, your spouse or coworkers - where you won't be disturbed. Put a "Do not Disturb" sign on your doorbell or office door and turn off the TV and any music.
- Focus on the call: Be courteous to your conference call leader and your fellow participants, by giving your full attention to the call. Set aside one hour where you're not doing anything else, such as household chores or office work, during the call.
- If you arrive late, do not interrupt the call. Remain silent and catch up as best you can. Do not ask the conference call leader to repeat any material that you may have missed.
- When commenting on what another participant has said, please keep your comments constructive, positive, and short.

### **Time Management**

One of the most difficult tasks at Board and Committee meetings is facilitating time management; nobody likes a long meeting, but tasks must be completed. The challenges for the chairperson are to maintain momentum to keep the process moving, to stick to agreed priorities (by agreeing on what the committee 'must do, should do and could do') and to close discussion without dampening the members' rights to speak.

Sometimes in-depth discussion is unavoidable and the following suggestions may help keep to time limits without compromising the process:

- Be constructive and impersonal.
- Ask yourself if you are adding value to the discussion.
- Keep to factual data.
- Avoid repeating already stated points.
- Only add new information.
- Suppress your ego – sometimes just let it go!

The chairperson should summarize points made as soon as trends of opinion are clear and then call for a decision.

### **Minutes**

Each Board and or committee may have a different level of formality in regard to minute taking. Usually, it is the responsibility of the Chair to organize a person to record and keep minutes.

Minutes are important as they ensure there is a record of items discussed, decisions made and those who agreed to them.

The minutes of the Board and committee meetings are the property of the Board and it decides who views the minutes; therefore, the committee must approve distribution outside of the board. The minutes of the AGM are public documents and are to be made available to the members of the Association.

## **The legal stuff!**

### **Board members' legal responsibilities and protection**

IAATI is an incorporated body as such this provides some legal and financial protections to board members. However, that protection is only available to Board members if you are acting in the best interests of IAATI, acting legally and ethically, and following as best as you can within IAATI's standard operating procedures, consistent with the values as set out in our code of conduct and ethics.

All Directors need to be aware:

- To act within their powers;
- Promote the success of IAATI;
- Exercise independent judgment;
- Exercise reasonable care, skill and diligence.

Board members have a duty to act within the legal and regulatory frameworks that apply to them and IAATI.

A full understanding of their role and responsibilities, the purpose and structure of IAATI itself and the external environment will help them to fulfill their legal duties and to lead and govern IAATI effectively.

The board should consider how it will set the culture of IAATI. They should lead by example, ensuring that individuals representing IAATI in any capacity do so in a way that positively reflects its values. The ethos and culture of IAATI should underpin the delivery of its activities or services and the achievement of its objects.

This must include:

- a) accepting ultimate responsibility for the way IAATI is directed and run, in meeting its purposes;
- b) being alert to those matters that cannot be delegated to individual board members or others;
- c) acting at all times in the best interests of IAATI and its members;
- d) ensuring the solvency and financial strength of IAATI;
- e) an effective board will provide good governance and leadership by understanding their role;
- f) members of the board will understand their role and responsibilities collectively and individually in relation to
  - i. safeguarding IAATI's assets and using them only in furtherance of its purposes;
  - ii. taking a considered, proportionate and balanced approach to risk management;
  - iii. acting reasonably in their decision making and leadership of IAATI;
  - iv. recognizing and respecting that all board members are equally responsible in law for the board's decisions;
  - v. complying with all relevant legislation and regulation applicable to IAATI and the activities it undertakes and making appropriate public statements to confirm that this is the case;
  - vi. ensuring that all board members are properly appointed and are not disqualified from so acting.

### **Legal liability**

IAATI is an incorporated organization. Directors, officers, employees, and members usually won't be personally liable for the organizations debts or liabilities. That includes unpaid organizational debts and unsatisfied court judgments against IAATI. This is known as the Limited Liability Rule.

### **Exceptions to the Limited Liability Rule**

In a few situations, people involved with a non-profit organization can be held personally liable for its debts. A director or officer of a non-profit corporation can be held personally liable if he or she:

- a) personally and directly injures someone;
- b) personally guarantees a bank loan or a business debt on which IAATI defaults;
- c) fails to ensure that IAATI files necessary tax returns;
- d) does something intentionally fraudulent, illegal, or clearly wrong-headed that causes harm (Physical) or damages (financial), or
- e) co-mingles IAATI funds and their personal funds.

Liability protection is available for Directors of a voluntary organization who essentially acted in good faith and in the best interests of the organization.

## **Insurances**

IAATI holds the two insurance policies. One is a type of personal liability insurance referred to as an Errors and Omissions (E&O) policy which covers board members for any unintentional error or omissions committed while acting as a member of the board. The second policy is an event policy which covers the International Seminar and has a specific provision for liquor liability which covers us for the hospitality room each year (in the US). All members should be aware that any intentional misdeed or action which would put IAATI in jeopardy would not be covered and the individual member would be personally liable for such actions.

## **Conflicts of Interest**

Board members are assigned a high level of trust and responsibility by the Association. Our members should be confident that all board members will perform their duties in good faith and always be ethical and act in accordance with the law. In addition it is expected that all board members declare any conflicts of interest.

### ***What is a conflict of interest?***

A conflict of interest occurs when an individual has a personal, professional or business interest that is likely to influence his/her decisions or that has the potential to interfere with the proper performance of official duties.

Failure to avoid conflicts of interest or failure to adequately disclose and manage unavoidable conflicts of interest may result in a breach of law and a breach of a committee member's fiduciary duties.

It may also cause resentment among committee members who perceive others to be gaining unfair advantage, and it may damage the reputation of the organization and the member in question.

Conflict of interest occurs where a committee member's interests:

- conflict with the effective performance of duties
- diminish the credibility, integrity or good standing of the organization
- provide an unfair advantage or inequitable treatment to a supplier or potential supplier
- rely on the position held by the member
- use the intellectual property of the organization in outside activities without permission
- provide an unfair advantage to a family member or family company.

Conflict of interest may also occur through:

- receiving a financial incentive
- personal or business relationships or activities
- being a member, official or representative of an outside organization.

### ***How to deal with conflict of interest***

Board members should:

- disclose any potential conflict of interest;
- be honest and industrious;
- not take advantage of their position to further their own needs;
- never use official resources or information in the course of performing your board

- duties to for personal gain or other improper advantage for yourself, your family friends, your business or any organization with which you are associated;
- provide adequate information to authorized persons or members when requested and not mislead them in any way;
  - act with care and diligence;
  - maintain confidentiality of information that is only made available to the decision makers;
  - never knowingly place the organization in a potentially litigious position;
  - ensure all decisions made are to the advantage of the organization or group, not the individual or any particular interest group;
  - ensure they act according to the constitution and SOPs;
  - your actions and conduct do not compromise your ability to use the powers, influence, resources and information available to you in your official capacity in a proper manner;
  - Abstain from voting on any decision that involves a conflict of interest.

When a suspected conflict of interest arises:

- notify the President and/or Executive Director immediately. Provide information about the interest and why you believe it represents a conflict.
- ensure that your conflict of interest status is recorded in the meeting minutes
- if in doubt, seek legal advice from the Board's legal advisors

## Other information you need to know

### Important documents:

All board members need to read and be familiar with the following important documents

- Strategic Plan
- Constitution and By-Laws
- SOPs

Board members should also be aware of the following policies

- Conflict of Interest (see section below)
- Use of IAATI name and logo

### Dress Code

To further the objectives of this professional organization it is imperative that we project a professional appearance by the Board of Directors during several of the important functions of the annual training conference and other events where we represent the International Association of Auto Theft Investigators.

In the past there has been a loosely adhered to dress code. This code has had several different variations; however one item has remained constant. The one constant item has been the Navy blue blazer or jacket. The slacks or skirts have been blue, tan or gray.

This dress code should be worn, along with your board name badge, at all official occasions, i.e. opening ceremonies, President's reception, Annual dinner, AGM, etc.

The dress code for the classes shall be business casual, with the exception of the Opening Ceremony or any session where you are required to chair a class.

### **President's Reception**

This reception occurs on the Sunday evening prior to the opening of the conference. This function allows the board to meet new participants, renew old acquaintances as well as providing an opportunity for the members to meet new friends and others interested in the field of auto theft.

At the entrance to the President's reception there is traditional a greeting line. This should consist of the current President and four Vice-Presidents along with the President and Vice Presidents of the host chapter or branch. These individuals should arrive at the location five minutes prior to the start of the function. This will allow the remainder of the members of the Board of Directors to mix with the other participants of the conference. This should insure a timely start for the function.

Again, dress code for the Board would be the Navy blue blazer or jacket. The slacks or skirts may be blue, tan or gray.

### **Seminar Opening Ceremony**

The opening ceremony occurs on Monday morning of the conference.. This is the time for the formal opening of the training conference and should not take more than 90 minutes. This is the time that the local dignitaries will be given an opportunity to address the conference attendees.

This is also the time that the committees will be named, the past presidents introduced, awards given, etc.

During the opening ceremony it is asked that all board members be seated in the front two rows of the room.

Board members should wear their board name badge at all formal events (i.e. President's reception, opening ceremony, AGM, seminar dinner etc.). .

### **Seminar Banquet**

The evening usually starts with a cocktail hour in a room near the banquet hall. This will provide an excellent opportunity for the board members to circulate among the other attendees and gather suggestions or comments on the current seminar. This will also be an excellent opportunity to inquire as to what other topics they would like to see covered in the classes.

The banquet occurs on the last night of the conference. The dress code of the executive board of IAATI is continued at this event. The board members are again required to where the IAATI dress code and their board name badges.



## Supporting the Association is more than just attending board meetings

Board members have a responsibility to help grow and develop the Association. This means you are expected to do more than just attend board and committee meetings. As a board member you are expected to help drive the Association rather than just be a passenger. You are encouraged to submit ideas and suggestions for how we can improve and actively work with you board colleagues to develop and implement these ideas.

It also means understanding the needs of the members. One of the most effective ways to achieve this is to mix and talk with the members, instructors, sponsors, exhibitors, etc. As such all board members are encouraged to, whenever possible, attend training classes, as well as the social events, participate in the web forums, etc. to better connect with the members.

Board members are also encouraged to make a special effort to seek out new members and help integrate them into the Association. For example, talking to them about why they have joined? What they hope to get out of the Association? What are their particular interests or areas of expertise? Ask them if they have any question about the Association of the seminar, and introduce them to fellow IAATI members.

## You are not alone - ask for assistance whenever you need it

Remember that we are all volunteers and no-one knows everything. We all have times where we have family or work commitments which mean we can't attend to some of our IAATI tasks or we simply don't know how to proceed with a particular task or issue.

If during your term of the board you find that you are unable to complete a task assigned to you please talk to your committee chair or the Executive Director as soon as possible. By communicating with your situation as soon as you recognize you may not be able to complete a task the sooner we can assign someone to either help for you or complete the task for you.

There is no shame in doing this and the board welcomes your willingness to ask for help and ensuring the task or project stays on schedule.

Likewise don't be afraid to ask 'why?' Boards and committees can sometimes suffer from 'GroupThink' and tend to conformity and consensus without critical evaluation of alternative viewpoints.

There is no shame in asking why we do things a certain way. There may be a valid reason for doing it that way - in which case asking 'why' will help you and your other colleagues on the board understand the reason for a certain approach. Alternatively, your simple question of 'why?' may highlight that the reasons for doing something a certain way may have changed and there may be better ways of doing things.

## Feedback on this Guide

We welcome your feedback on this Induction Guide. If you have any suggestions for additional content or how it can be improved please forward them to:

- the Executive Director and
- the Chair of the Oversight Committee

so we can provide a better guide for future Board members.


## Checklist

Ensure you have read and are familiar with the following documents. If you are unable to access any of the items listed below please contact the Executive Director for assistance.

- Have you provided your head and shoulders photo and short bio to the Executive Director for posting on the website and or publishing in APB or VCT.
- Familiarize yourself with your fellow board members by viewing their profile on the website <https://iaati.org/about/international-board-members>
- IAATI Constitution and By-laws  
<https://iaati.org/about/documentation/category/constitution--policies-and-procedures>
- Standard Operating Procedures (SOPs) <https://iaati.org/about/documentation/standard-operating-procedures>  
(Please read in particular the SOPs relating to all committees you are assigned to)
- 2015-2020 Strategic Plan <https://iaati.org/about/documentation/2015-2020-strategic-plan>
- Previous year's financial statements
- Current Year's Budget
- Conflict of interest policy and declaration
- Use of IAATI name and logo policy
- Corporate Style Guide
- Corporate Partner Program
- Previous AGM Minutes <https://www.iaati.org/about/documentation/category/agm-minutes-agendas>
- Previous Board Minutes including committee reports and previous year's work plans
- Schedule for Board reports
- Templates for Board/committee report and work plan
- Submission deadlines for APB and Vehicle Crimes Today
- Dress code for Seminars
- Telephone numbers for IAATI board meetings and/or committee meetings
- List of Committee appointments
- Have you received your name board name badge (contact Executive Director)
- If required as one of your duties, have you been set up as with author, editor or administrator rights to the website. If not contact the Executive Director.
- Encourage -
  - o new members
  - o retention of existing members
  - o members to nominate for the awards
  - o members to submit content to APB and Vehicle Crimes Today
  - o members to regularly visit the website and participate in the web forums
  - o provide the Sponsorship Director with leads or introductions to potential new sponsors

## Appendix: Example Template for Committee & Board Reports

Version 1: For Board papers that require Discussion / a Decision / or Approval



**BOARD PAPER**

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**Agenda Item:**

**Author:**

**Date of Meeting:**

**Type of Report:** For Discussion / Decision / Approval

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**Proposed Resolutions / or Recommendations**

Insert the exact wording of the proposed resolutions /recommendations the board is being asked to pass. If approved without amendment, this is what will appear in the meeting minutes. The draft resolution must be clear and concise. However, in doing so, the resolution when combined with the paper must contain sufficient detail that will allow the people responsible for any action to know the extent of their authority and responsibilities. Of course, the final resolution acts as a historical and legal record should the matter ever be disputed.

**Purpose and Context:**

In this section, briefly explain what the paper is about and what it is endeavouring to achieve. The text should be clear and concise and should state why the paper is being submitted to the board.

**Background:**

Outline what is being proposed or what to the board providing the information necessary for a proposal to be understood by a non-executive director, who does not have the background knowledge of an executive managing the particular matter on a day-to-day basis. As such, any unfamiliar terminology or acronyms should be explained.

Summarise any previous board consideration of the specific proposal.

**Discussion/Issues**

In this section you can report on progress for items in your annual work plan, including status updates and comparison with milestones etc.

It can also be used to provide the board with details of any issues or options the board should be aware of. This could include, but is not limited to:

- Strategy Implications



- Financial Implications
- Risks-(For each risk identify: the type of risk, its likelihood (H,M,L), the likely impact of the risk (H,M,L) and strategy to manage the risk.
- Legal, corporate governance or compliance considerations. (if any)

**Action Items / Next Steps:**

Outline what are your next action items to be undertake, i.e. What's next? or Where to from here?. Delete this section if not applicable

**Attachments and Supporting Documents**

Attachment 1: Title

Attachment 2: Title

Attachment 3: Title

Attachment 4: Title

Attachment 5: Title

