

## **AAOS Probationary policy for new board members, committee members and special project teams**

### **Purpose**

1. To document the principles and procedures for bringing new people onto the Board, committees, and special projects
2. To ensure that anyone who joins the Board, committees and/or special project teams is fully appraised of the culture and operational principles and practices of AAOS
3. To provide the Board, committee and/or special project team and the new member with the opportunity to terminate the relationship within a three-month period

\* *note the term 'probationee' is used to refer to the newcomer in this document*

### **Principles**

1. AAOS wants to maintain a high standard of professionalism and ensure its Board, Committees, and special projects are conducted to meet the development needs of AAOS as defined in the strategic plan
2. AAOS mandates the Board, committees, and/or special projects teams to carry out their functions and tasks across all communication modes in an ethical, professional and transparent manner
3. If the probationary period is ended and the relationship does not continue, all parties are bound by confidentiality and the probationee must abide by the non-disclosure statement and confirm they have destroyed all correspondence documents within one week of leaving the role/termination
4. The AAOS Board reserves the right to be able to follow reportable standards if there has been or is the potential of an ethical or legal breach
5. As a member of the board or committees, a member cannot receive payment for their services. The role is voluntary, although approved AAOS expenses relating to the functions of the position will be reimbursed.

### **Procedure**

1. Potential probationees are required to complete the document in appendix 1 before they take up their position on the Board, committee, and/or special project team
2. A potential member of a Board, committee, and/or special project team is provided with an induction package of documents relevant to the functional role e.g. Constitution, Strategic plan, project outline, financial statements, CPD information, membership information
3. A member of the board contacts the probationee to discuss the package, tasks and timetable and identify any conflicts of interest which might preclude the probationee from their role
4. The three-month period commences when the probationee signs the confidentiality and non- disclosure statements and begins participating.
5. Within 12 weeks the member of the board has a meeting to discuss and review the role and function
6. After 16 weeks, the member of the board makes a recommendation to the Board. This is discussed at the next Board meeting and the outcome conveyed in writing to the probationee
7. The probationee has the right to withdraw at any period during the 12 weeks by providing their written resignation

Version 2 Policy agreed:

Review date:

## Appendix 1:

### Nominee/Application Form to join AAOS Board, committees and/or special project teams

Completed by AAOS

**Name (of Nominee)**

**Board Position**

**Committee Position**

**Nominated By**

**Seconded By**

**Reason for Nomination**

- Replacement of retiring board – committee member
- Co-opting for special project
- Development of committee

**Description of Role**

- Refer to AAOS website for Constitution and other Policy Documents  
<https://www.supervision.org.au/aaos-policies/>

**Probationary Period and Review Process and Criteria**

- Refer to Probationary Policy 2020

Completed by Nominee

**Email**

**Mobile Phone**

**Past Board Positions and Length** (please provide details)

**Skills Set Brought**

- Please list the particular skills (e.g. Finance, IT, Marketing etc) that you bring to this position/role ...

By signing this form, the nominee is agreeing to abide by all AAOS policies and procedures

**Name**

**Signature**