

A Guide to Induction based on the recording of the seminar “Introduction to Governance within ISMAPNG and its ministries: Induction for new Directors, Board sub-committee members and Senior Leaders” on March 22, 2021.

This resource is provided to assist Ministry Boards with the induction of new Directors, Board sub-committee members and senior staff into governance within ISMAPNG and its ministries. The resources provided are current at the time of publication but it is important to note the ongoing development of the new Ministerial Public Juridic Person, *Mercy Ministry Companions*, which will hold governance responsibility in the future for most of the ministries for which ISMAPNG is currently responsible.

The recording of the March 22 seminar can be considered in five (5) parts. The content of Parts 2, 3, 4 and 5 are summarized in the ppts provided:

- **Part 1:** An overview of the ISMAPNG Governance Formation Schema: its development, purpose, content and use as a resource for Ministry Boards. (Annette Schneider rsm - approx. 17 mins)
- **Part 2:** The current corporate and organizational structure of ISMAPNG and its ministries (Jonathan Campton - approx. 30 mins, view from 17:25)
- **Part 3:** An introduction to Canon (church) Law (Dr Helen Delaney rsm – approx. 40 mins, view from 46:37)
- **Part 4:** An Introduction to civil responsibilities and Directors’ duties (Nicki Patten – approx. 40 minutes, view from 1:25:48)
- **Part 5:** An update on the process of establishing *Mercy Ministry Companions* (Jonathan Campton – approx. 15 minutes, view from 2:03:53)

Resources provided for the seminar participants and included in this Resource package are:

- 📄 ISMAPNG Governance Formation Schema
- 📄 Ppt slides from Jonathan Campton
- 📄 Ppt slides from Dr Helen Delaney rsm
- 📄 Ppt slides from Nicki Patten
- 📄 Introduction to Canon law - article by Dr Helen Delaney rsm
- 📄 ISMAPNG Governance Charter
- 📄 ISMAPNG Generic Ministry Company Constitution
- 📄 ISMAPNG Corporate Structure diagram

Additional resources now provided in response to discussion during the seminar

- 📄 Vimeo recording of the seminar <https://vimeo.com/534734301/cd31de2981>
- 📄 ACNC Governance Standards <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-standards>
- 📄 AICD Principles of good governance <https://aicd.companydirectors.com.au/-/media/cd2/resources/director-resources/not-for-profit-resources/nfp-principles/pdf/06911-5-adv-nfp-governance-principles-summary-report-a4-web.ashx>
- 📄 Financial literacy resource from *Our Community – Damn good advice for Board members* (July 2019) Download a copy or order a free hard copy at: https://www.ourcommunity.com.au/financial/financial_article.jsp?articleId=6048

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Those responsible for leading the **Induction of new Directors, Board sub-committee members and Senior Leaders** are invited to view the resources provided for this topic and then decide how best to use them. If it is not possible for those being inducted in your ministry to participate in the cross-ministry Induction seminars offered by the ISMAPNG Ministry Governance team, then a self-paced induction program, with some mentoring from the Chair or an experienced Director, could be based on the resources provided in this Resource Guide.

Mindful that these resources provide an introduction, rather than an ‘in depth exploration’ of each dimension of ISMAPNG ministry governance, some suggestions for consideration follow:

Using Part 1

Provide those taking part in an Induction program, and their mentors, with a copy of the ISMAPNG Governance Formation Schema as pre-reading.

Show the video presentation from Annette Schneider rsm and invite conversation about ways in which the Schema could assist the newly appointed person to identify areas where further formation in the dimensions of ministry governance would be valuable. The discussion could also focus on ways in which the Schema could assist the Board more generally to develop a Board Formation Plan.

Note: some key points made in regard to the Schema include:

-  The Governance Formation Schema identifies 4 dimensions of ministry governance, each one with specific content areas which are inter-related. Note the definition of governance at the centre of the Schema graphic. (The definition gives rise to the naming of three of the four Dimensions of governance in the Schema)
-  The collaborative approach taken to finalize the Schema, with each of the Ministries within ISMAPNG participating in the consultation during August – December 2019, and again in February 2020. The final approval was given by the Institute Leadership Team in March 2020 and the Schema was launched in April 2020.
-  The Dimensions ‘*One Mercy Mission*’ and ‘*Ministry Specific Culture and Context*’ relate especially to ministries within ISMAPNG. The other two Dimensions ‘*Canonical Governance*’ and ‘*Civil Governance*’ are relevant to all ministries undertaken in the name of the Catholic Church and registered as civil entities within Australia.
-  The Schema is a resource, a tool, developed to assist individual Directors, Board sub-committee members and Senior Leaders to shape their ongoing formation plan. It is also a resource for Boards in the development of their Board Formation Plan. (A separate Resource Guide has been circulated to assist Boards with this aspect of their Strategic development)

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Using Part 2 (view from 17:25)

Give those being inducted a copy of:

- ✚ Jonathan Campton’s ppt slides,
- ✚ the diagram of ISMAPNG’s corporate structure,
- ✚ the ISMAPNG Governance Charter and
- ✚ the Generic Constitution.

Jonathan refers to these during the first section of the ppt and the first of his two video clips.

After viewing the video clip, the mentor and the inductee can address any questions of clarification about the current approach to governance of ministries within ISMAPNG.

Following this, it is hoped that the inductee will understand the ways in which ISMAPNG’s ministries are connected under the current framework.

(Note 1: this information about the current governance structure for ministries within ISMAPNG could also be of benefit as a refresher for existing Directors so could be shared with them

Note 2: Parts 2 and 5 could be combined as the relevant information is contained in the one set of ppt slides)

Using Part 3 (view from 46:37)

Introduce this by providing Helen Delaney’s ppt slides and article as pre-viewing/reading for the orientation to Canon (Church) Law.

Show the video clip of Helen Delaney’s presentation and invite any comment or queries.

Helen is willing to provide response to questions inductees may have about Canon Law so she can be contacted via Annette Schneider on the email given at the end of this Resource Guide.

(Note: there are a number of interconnections between aspects of the input from Helen, Nicki and Jonathan.)

Using Part 4 (view from 1:25:48)

Provide the inductees and mentors with Nicki Patten’s ppt slides as pre-reading. Show the video clip presentation by Nicki Patten and invite some conversation.

During the discussion at the seminar, questions were raised about the level of financial literacy needed by Directors. The attached resource from ***Our Community – Damn Good advice for Board members*** could be useful for those wanting to enhance their ability to read financial reports and to exercise their due diligence in relation to the ministry’s financial situation. If a new Director seeks to be mentored in this area, the mentor could also assist in the Induction program.

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Reference was also made in the video clip to the ACNC and AICD governance standards and principles of good governance. Links to both documents have also been provided in this Resource Guide.

(Note: it could be prudent for the whole Board to revisit these ACNC standards and AICD principles, especially since an additional Standard concerning redress participation was promulgated in February 2021, as noted in the video clip)

Using Part 5 (view from 2:03:53)

The latter part of Jonathan Campton’s ppt slides contain an update on the establishment of *Mercy Ministry Companions*, the new Ministerial PJP being established to undertake the governance of most of ISMAPNG’s current ministries. (Please note that this information was current at the time the seminar was recorded on March 22, 2021.)

The inductee and mentor could view the video clip and discuss the implications the establishment of *Mercy Ministry Companions* will have for the governance of the existing ministry.

(Note: it could be beneficial for the whole Board to be aware of this update, to be considered alongside any other official information being provided to Boards. If there are matters arising for clarification, Jonathan Campton can be contacted on email at jonathan.campton@ismapng.org.au)

Concluding remarks

The Ministry Governance Unit hopes this Induction resource is helpful and would appreciate any feedback you can provide which would make the resource even more effective.

If you would value further assistance with the governance-related aspects of the induction of new Directors, Board sub-committee members or Senior Leaders you are most welcome to contact me at annette.schneider@ismapng.org.au

Annette Schneider rsm

ISMAPNG Governance Formation Coordinator

March 30, 2021.