


Policy Name:	BOARD ORIENTATION		
Policy Number:	GOV-201	Formerly	BG-200
 West Elgin Community Health Centre	Creation Date:	Reviewed Date:	Approved by:
	June 2012	September 2025	Board of Directors

POLICY STATEMENT

The purpose of Board of Directors (the “Board”) orientation is to provide new Board Directors with important information about the West Elgin Community Health Centre (the “Centre”). This includes the Board’s roles and responsibilities, and it also defines how they will be expected to carry out their work. Board orientation will also help build a strong working relationship among other Board Directors and staff that will promote ongoing support at a governance level.

APPLICATION

Orientation is to be undertaken by all new Board Directors. In addition, ongoing provision of information is necessary to keep Board Directors up-to-date and to maintain their effectiveness.

PROCEDURE

A new Director will be granted voting rights by the Board upon completion, or by providing proof of recent completion through an employer or another Board of the legislated orientation requirements outlined in the New Board Director Orientation Checklist. This is also dependent on the receipt of the required Board documentation that includes, but is not limited to, a volunteer police record check, Oath of Confidentiality Agreement, Board Code of Ethics, and Director Declaration. A new Director should complete these legislative orientation requirements prior to or within one week of joining the Board.

In addition, new Directors are required to complete the self-directed portion of the orientation listed on the New Board Director Orientation checklist prior to being granted voting rights. The checklist will be submitted to the Human Resources Officer for validation and will be included in the Director’s file.

The Board Chair and / or Executive Director will be responsible for conducting an orientation session within two months of the new Director’s appointment to the Board. When possible, it should occur in advance of the next scheduled Board meeting. During the session, time will be spent reviewing the Board Orientation material from the online Board portal and other background information relating to the organization. This New Board Director Orientation checklist forms a part of this procedure.

The Board portal includes:

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- By-laws and Articles of Amendment
- Policy Manual
- Strategic Plan and Operational Plan
- Annual Report
- Audited Financial Statements
- Healthcare Insurance Reciprocal of Canada
- Organizational Chart
- Ontario Health West
- Executive and Staff Director overviews
- and the Multi-Sectoral Accountability Agreement (M-SAA)

The following are some other key aspects that may be covered during Board orientation:

- Standards of conduct and achievement required from Board directors as well as highlighting the vision of the Centre that the Board is endeavoring to achieve.
- Provide some of the history and evolution of the Centre including a review of interim and long-term goals.
- Bring new directors up-to-speed on issues and challenges facing the Centre and discuss any key trends that may impact and affect the Centre.
- Outline roles and responsibilities of staff and contrast those with the roles and responsibilities of the Board. (This is an excellent opportunity to address the potentially difficult issues surrounding overlapping or unclear lines of responsibility).
- Plan a visit and tour of any of the Centre's offices and facilities ideally led by the Executive Director or an experienced Board Director.

Following the initial orientation Directors will be encouraged to attend meetings, workshops and conferences to increase their knowledge and competencies.