


Policy Name:	BOARD ORIENTATION		
Policy Number:	GOV-201	Formerly	BG-200
 West Elgin Community Health Centre	Creation Date:	Reviewed Date:	Approved by:
	June 2012	May 2019	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”), about 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 with 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 and when Human Resources has received the required Board documentation that includes, but not limited to, a volunteer police record check for Board Directors, Oath of Confidentiality Agreement, Board Code of Ethics, and Director Declaration. A new director will complete these requirements 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 Orientation Checklist prior to their first formal Board meeting as a voting Board Director. The Checklist will be submitted to the HROEA at the relevant Board meeting and then updated when the new director has attended the formal Board orientation.

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 well in advance of the next scheduled Board meeting and can be as short as two to four hours. 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 orientation session also includes formal presentations by the Directors of the Centre.

This Board Orientation Checklist forms a part of this procedure.

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The Board portal includes:

- West Elgin CHC By-law
- Board of Directors Policy Manual
- Strategic Plan & Operational Plan
- A copy of the most recent Annual Report
- West Elgin Community Health Centre's Audited Financial Statements
- Board Development Presentations
- Healthcare Insurance Reciprocal of Canada
- West Elgin CHC Organizational Chart
- South West Local Health Integration Network (SW LHIN) Information
- Overview presentation and Multi-Sectoral Accountability Agreement (MSAA)

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

- Standards of conduct and achievement required from Board directors as well as to highlight the vision of the organization that the Board is endeavoring to achieve.
- Provide some of the history and evolution of the organization including a review of interim and long term goals.
- Bring new directors up-to-speed on issues and challenges facing the organization and discuss any key trends that could impact and affect the organization.
- 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 organization's offices and facilities ideally led by the Executive Director or an experienced Board director.
- Have new Board directors present themselves and their interests at their first scheduled Board meeting to discuss what they hope to offer the Board and what they hope to gain as a Board director.

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