



# GOV 02 Board Orientation

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<b>Policy Title:</b>	Board Orientation	<b>Policy Review Date:</b>	December 7, 2023
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## 1.0 Overview

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The orientation of new members is necessary for establishing a common and shared understanding of the authority and role of the Library Board. This policy sets out the requirements for Board orientation.

## 2.0 Procedure

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Board members shall be given a thorough orientation within two months of their appointment to the Board. The CEO shall be responsible for developing an orientation program which shall include, but not be limited to, the following three stages:

Stage 1: Online Access, to include:

- current Library Policies
- the library's current planning document
- a copy of the annual operating budget and capital budget

Stage 2: Policy Introduction, to include:

- an overview of the *Public Libraries Act*
- an overview of the board bylaws and governance policies
- a discussion on the role, structure, code of conduct and function of the Board
- a review of the library's vision, mission, values, and current strategic plan
- a review of the current status of Board matters, in particular the Board representation to external associations such as FOPL and OLS
- a tour of the library and an introduction to staff members and services

### Stage 3: Orientation Workshop

- one half-day workshop with Board members to review meeting procedures and to facilitate a common and shared understanding of the authority and role of the Library Board.

The Board shall assign a mentor to any new member appointed part way through the Board's term.