



**Policy Name: GOV-03 Governance Policy - Board Orientation and Training**

**Date Approved:** May 17, 2017

**Motion Number:** 17-31

**Review Date:** May 15, 2019

**Date Amended:**

**Motion Number:**

The orientation of new members is necessary in order for there to be a common and shared understanding of the authority and role of the library board.

The board chair, with the assistance of the chief executive officer (CEO), shall provide orientation for new board members.

- 1) Board members shall be given a thorough orientation following their appointment to the library board
- 2) The CEO and the board chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
  - a) information on the library's vision, mission and values
  - b) an overview of the Public Libraries Act, R.S.O. 1990, c. P44
  - c) an overview of the board bylaws and governance policies
  - d) a discussion on the purpose, structure, code of conduct, and function of the library board
  - e) a tour of the library and an introduction to employees and services
- 3) Each board member will receive:
  - a) the current board bylaws and governance policies
  - b) the library's current strategic plan
  - c) a copy and overview of the annual business plan and the current budget
  - d) a library membership
  - e) Public Libraries Act, R.S.O. 1990
- 4) Board members will receive training on the accessibility standards set out in the Regulations of the Accessibility for Ontarians with Disabilities Act
- 5) Board members may attend library-related conferences, workshops or seminars within Canada and the United States subject to budget availability. Expenses for approved training opportunities will be managed as outline in the Staff Manual.