

# Board Orientation Policy

<b>Policy Number:</b>	<b>GOV-003</b>
<b>Policy Category:</b>	Board Manual
<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	Chief Executive Officer
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## Purpose:

The orientation of new board members is necessary for there to be a common and shared understanding of the authority and role of the library board. This policy sets out the requirements for board orientation.

## Scope:

This policy applies to all current OPL Board members.

## Policy Statement:

1. Board members shall be given a thorough orientation upon their appointment to the board at the start of a new term.
2. Mid-term appointments will be given an orientation by both the Chair and CEO. In addition, the Vice-Chair will act as a mentor (see. By-law 4.3)

3. The Chief Executive Officer (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 and other relevant legislation
  - c) an overview of the board bylaws, governance policies and financial authorities
  - d) an overview of the roles of the Board's committees
  - e) training in relation to reading and comprehending financial reporting documents
  - f) a discussion on the role, structure, code of conduct, function of the board and the legal duties and liabilities of board members
  - g) a group tour of library facilities, as practical, and an introduction to staff members and services
  - h) presentations by senior staff in relation to their areas of responsibility

The CEO will ensure that each board member receives:

- a) the current Oakville Public Library Board Orientation Manual
- b) the library's current Strategic Plan
- c) a copy and overview of the annual operating plan and the current budget

Board members should make every effort to review the orientation package in detail prior to their first board meeting.