

Category: Governance
Policy Number: 1-1a
Policy Name: Board Orientation
Revision: 1.0

Purpose:

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. This policy sets out the requirements for board orientation.

1. Board members shall be given a thorough orientation within two months of their appointment to the board.
2. The CEO and the Board Chair shall be responsible for providing an orientation which shall include, but not to be limited to:
 - The **Public Libraries Act**, R.S.O. 1990, c. P44 overview
 - WPL Policy Manual
 - WPL Board information including agendas, minutes, etc.
 - A meeting to discuss the role, structure, code of conduct, expectations and function of the board to be done by the Board Chair
 - An introduction to WPL’s resources, services and needs - including a facility tour by the CEO
3. Each board member will receive:
 - a) Current strategic plan
 - b) An overview of operating and capital budgets
 - c) An application for library membership
 - d) Ontario Library Boards’ Association information
 - e) Summary of Robert’s Rules of Order

Document Revision Record:

Revision Level	Revision Date	Change
1.0	January 13, 2014	Initial Release

Approval:

CEO	Board Chair	Date
..... Laurie Clarke Helen Kaluzny	January 22, 2014

