GFOA Alberta – Policy Manual

Policy Type: Board Self (Governance)	**Number: 2.2.2**
Policy Name: Board Orientation	**Original Effective Date:** May 6, 2020 **Date of Last Amendment:**

The Board of Directors (Board) believes that to be effective in sustaining the Board's ability to use a governing system, orientation of new board members is critical in ensuring there is an understanding of the Board's overall principles and concepts of how the Board operates, as well as an understanding of the Association as a whole.

The orientation process is meant to assist all new directors in feeling comfortable within their new roles and their contribution to the Board as early in their tenure as possible. The goal of the orientation of new directors is to help them in the following manner:

- Understand their roles, responsibilities and time commitment to governance work around the Board and committee table,
- Be aware of the current goals, opportunities and challenges facing the organization,
- Be aware of who the Association's main stakeholders are including members, sponsors, clients, partners, the public, and staff,
- Know how Board meetings are run, decisions are made and what formal governing policies and practices exist, and
- Appreciate how the Board functions similarly or differently than other boards they may have served on.

The GFOA Alberta President will be responsible for contacting all new Directors to orient them on the Board's role, decision-making, committees and Board-Administration communication, board practices, etc.

Each new Director will be provided with or have electronic access to the following documents to ensure they have a good understanding of the Board, its roles and policies.

<u>**Orientation Document Checklist – Electronically**</u>

- ☐ Mission, Vision & Value Statements
- ☐ All Board Governance Policies
- ☐ Board Meeting Calendar
- ☐ Board Meeting Minutes
- ☐ Task Force & Committee Listings
- ☐ Current Approved Budget
- ☐ Financial Statements
- ☐ Strategic Plan
- ☐ Administration Job Descriptions