

<b>Title:</b>	Board Orientation Policy	<b>Policy Number:</b> 100-09
<b>Policy Type:</b>	Governance	
<b>Approval By:</b>		
<b>Approval Date:</b>	June 28, 2021	
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<b>Review Date:</b>	February 2025	

**PURPOSE:**

To make new Board members aware of their roles and responsibilities and to inform them of the various services the Library offers, including but not limited to the various facilities, staffing, collections, budgets and policies required to offer and facilitate those library services.

**SCOPE:**

This policy applies to all Board members appointed by the City of Sault Ste. Marie City Council.

**POLICY STATEMENT:**

The orientation of Library Board members is necessary in order to have a common and shared understanding of the authority and role of the Board.

**BOARD ORIENTATION:**

Board members will receive orientation information prior to their first Board meeting. Orientation will take place outside of regular Board meetings.

The Board and CEO are responsible for developing an orientation process which shall include a presentation and Orientation Manual. The Orientation Manual shall contain the following items as determined by the Board:

- Information on governance including responsibilities of Board Members, Board By-laws, Board policies
- Information about the Library including a brief history, Library services provided, staffing and organizational structure, Library website/social media
- A copy of the Library's strategic plan.
- Financial information including a review of the Annual Budget and Financial statement.
- An overview of the Public Libraries Act, R.S.O. 1990, c.P44
- Training Resources
- A copy of Cut to the Chase: Ontario Public Library Governance at a Glance copies of minutes and agendas for the previous year.
- Annual schedule of Library Board and committee meetings

The orientation shall include a tour of library facilities and an introduction to staff members and library services.

**RELATED POLICIES:**

- 100-01 Governance Processes Policy
- 100-03 Board-CEO Linkage Policy