

Policy Type: **Governance**

Policy Number: **GOV-07**

Policy Title: **Board Orientation**

Policy Approval Date: April 2014

Policy Review Date: September 2024

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.

SCOPE

1. Board members shall be given a thorough orientation within two months of their appointment to the board.
2. The CEO and Board Chair shall be responsible for developing an agenda to provide an orientation which shall include, but not 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 role, structure, code of conduct and function of the board
 - e) a tour of the library and an introduction to staff members and services
3. Each board member will receive:
 - a) access to the Board Portal
 - b) the library's current planning documents
 - c) a copy and overview of the annual operating plan and the current budget
 - d) an application for library membership
 - e) a copy of '*Cut to the Chase: Ontario Public Library Governance at a Glance.*'

Related Documents:

Milton Public Library. **GOV – 01 Board Training**

Ontario Library Service Governance Hub <https://librarygovernance.ca/>