



## POLICY

<b>Policy Area: Human Resources</b>	<b>Subject: Orientation</b>
<b>Title of Policy: Orientation - New Directors</b>	<b>Policy Number: 4.5</b>
<b>Approved Date: August 11, 2020</b>	
<b>Effective Date: November 24, 2020</b>	<b>Revision Date:</b>
<p><b>1. Rationale or background to policy:</b></p> <ul style="list-style-type: none"> <li>1.1. CSBA believes that the strength of any organization lies with its members.</li> <li>1.2. Directors are those members who have been selected by their organization to hold a leadership role in CSBA.</li> <li>1.3. Directors need to be fully informed about their role as a director.</li> </ul> <p><b>2. Policy Statement:</b></p> <ul style="list-style-type: none"> <li>2.1. The CSBA is committed to ensuring that all new directors are welcomed at the Board of Directors' table.</li> <li>2.2. The Board of Directors recognizes that understanding the role of the Board of Directors will enable new directors to participate fully in the organization.</li> </ul> <p><b>3. Procedures:</b></p> <ul style="list-style-type: none"> <li>1.1. Once a director is elected, the President will make contact with the new director(s) to welcome them to their new role.</li> <li>1.2. The CSBA Executive Director will be responsible for providing the new director(s) with the calendar of meeting dates and minutes of the last meeting of the Board of Directors.</li> <li>1.3. The CSBA Executive Director will initially mentor the new director(s) by providing them with an update on the current focus of the Board of Directors and opportunities for the director(s) to serve on Committees/Work Teams .</li> <li>1.4. The CSBA Executive Director will encourage the new director(s) to review all the policies of CSBA in light of their new role, but will ensure that the director(s) understand the Governance and Finance policies in particular.</li> <li>1.5. The director(s) should be encouraged to reach out to any member of the Board of Directors for support as they transition into this new role.</li> </ul>	