

# BOARD POLICY

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<b>POLICY TYPE:</b>	Governance Process
<b>POLICY TITLE:</b>	Board of Governors' Orientation
<b>EFFECTIVE DATE:</b>	May 2010
<b>REVISION DATE:</b>	May 2019
<b>RENEWAL DATE:</b>	May 2022

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## 1. Background

The Ministry of Training, Colleges and Universities Protocol for Board Nominations and Appointments, requires colleges to ensure that new members participate in the Colleges Ontario orientation sessions and to provide a college-based induction and ongoing development activities for board members.

## 2. Policy statements

- 2.1. Each Governor is expected to develop an understanding of the college sector, scope and mandate of Durham College, the education and service needs of the populations it serves, and the Board's policy governance approach.
- 2.2. The Board shall provide a formal orientation program at the start of every Board year (September), including written materials, for all incoming Governors that focuses on:
  - a) the role of the Board;
  - b) the role and responsibilities of individual Board members;
  - c) the history and development of the College;
  - d) the College's strategic mandate agreement, strategic plan and other strategic documents;
  - e) an overview of the College's programs, services, budget, business plan, KPI, annual report and facilities;
  - f) the college system;
  - g) the current Policy Governance model.
- 2.3. Every incoming Governor is expected to participate in the orientation program.
- 2.4. The annual orientation program will be open to all Governors.

- 2.5. The Board may provide a second orientation opportunity intended for new or early-term Governors to be held in the second quarter of every Board year. This additional orientation opportunity will be open to all Governors.
- 2.6. Governors will be encouraged to participate at regional, provincial and national orientation programs and conferences.
- 2.7. Governors will be encouraged to participate in the professional development series offered through the College Centre for Board Excellence and the good governance session and board orientation session offered at the Higher Education Summit.
- 2.8. Every Governor will be provided with a copy of the *Manual for Effective College Governance* prepared by the College Centre for Board Excellence.
- 2.9. Governors are encouraged to attend the Board's *Learn More* series scheduled before regular Board meetings to learn more about a topic of interest specific to the College.
- 2.10. The Board will work to match a mentor to each incoming Governor during their first year of service; however, the mentorship may continue unofficially thereafter. A mentor will provide support for the new Governor and provide information on routine Board processes.

### **3. Monitoring**

The Board will annually evaluate its orientation program, at a minimum through feedback from the annual performance survey. The Chair of the Board will present the annual survey to the Executive Committee for input and approval. The annual survey shall be issued to all Board members by June of each year.