



Regina Community Clinic Board of Directors Policies and Procedures

Policy: Governance
Board Orientation and Training
Policy # GOV-003

Approved:
Date:
Action:

Board of Directors
April 23, 2025

Policy: Board Orientation and Training

Purpose: To identify expectations for board members' ongoing learning required to fulfill their roles. As new board members join the board, it is essential that they receive orientation to the work of the organization and its governance framework. This provides new board members with the background and the structure to engage their new role with confidence and essential information. It is important that ongoing training opportunities are provided to board members to enhance their individual contributions to the board. Training may be recommended for the whole board on an annual basis to address specific concerns or gaps in understanding.

Process: Orientation and annual training of board members is the responsibility of the Governance Committee with support from key staff members. Orientation will take place as soon as possible following election at the annual general meeting or appointment mid-term by the Board. Other training opportunities will be communicated to board members by the Governance Committee or by the Executive Director for individual decisions subject to budget and/or approval of the board.

Policy Statements:

1. The orientation material will be developed and recommended by the Governance Committee with support from management.
2. Orientation for a new board member will include a presentation of material. It would be beneficial for the whole board to attend together; a tour of the clinic led by the ED or designate; a follow up meeting with the board chair to answer questions and provide any additional information; contact information for a Board mentor (member) to provide ongoing guidance; a meeting with the chair of the Governance Committee following the first board meeting; an evaluation or discussion with the chair of the Governance Committee prior to the annual review of the board manual and orientation for any required revisions.
3. Board training sessions will be recommended by the Governance Committee and organized by management.
4. Budget will be allocated each year for one board training session to be attended by all board members and management if appropriate. The Governance Committee will identify needs for training based on the skills matrix.
5. Budget will be allocated each year for individual training opportunities for board members. Approval is required by the board for sessions that are over \$1000 or that exceed the budgeted annual amount.
6. A board manual will be provided to each new Board member either in hard copy or electronically (or both as appropriate) and will be reviewed each year by the Governance Committee and key staff members for updates or revisions. This manual will be provided as part of the orientation process.

The Board manual will include:



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- Board member contact information, terms of office, skills matrix
- Board Committee members and terms of reference for each committee
- Board committee work plans
- Board calendar including meeting dates, planning sessions and key milestones
- Bylaws of the Regina Community Clinic and *The Cooperatives Act, 1996*
- Board policies and clinic operational policies if appropriate
- Current strategic plan, risk register, operational plan
- Clinic organizational chart and management contact information
- Historical background of the clinic and cooperative roots

The orientation presentation will include:

- Brief historical perspective
- Introduction of board of directors' individual profiles (brief)
- Governance framework – Co-op Act, Bylaws, Board terms of reference, committee structure
- Board's role in strategic plan, risk framework, budget, ED evaluation
- Board policies – Code of Conduct, Conflict of Interest
- Organizational chart and profile of management staff
- Profile of clinic services and programs

Additional material/information to be provided prior to the first board meeting:

- Current budget and most recent financial statement
- Minutes of the last 4 – 6 board meetings
- Tour of the clinic departments

Approval/Implementation/Evaluation Process	
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Approved by:	Board of Directors
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