

## ORIENTATION FOR NEW BOARD MEMBERS POLICY

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### INTENT

This policy ensures new board members are onboarded every year in a consistent, effective manner.

### POLICY

The Board Shall:

1. Hold an orientation each year, prior to the first board meeting following the AGM, for all new members of the executive.

### PROCEDURES

1. Incoming Board Members will be given access to LAA project management software (e.g. Basecamp and Google Drive) at least 3 weeks prior to the orientation session.
2. Incoming board members will review relevant documents, including LAA policies, by-laws, procedures, mandate statements and other relevant material as recommended by the president prior to their orientation.
3. The orientation is delivered by the past president or designate.
4. The orientation should cover:
  - Vision, Mission and Beliefs
  - Bylaws
  - Policies
  - Current Strategic Plan
  - Current Work Plan
  - Board Handbook
  - Year-At-A Glance
  - Structure of the LAA
  - Recent Highlights and Accomplishments
  - Board Member duties and responsibilities
5. The orientation may take place in-person or virtually.

### RESPONSIBILITY AND ACCOUNTABILITY

This policy will be reviewed by the Association Governance Committee every two years.

### REVIEW HISTORY

- April 2022
- October 2018

### RELATED DOCUMENTS

- New Board Member Orientation Checklist
- New Board Member Welcome Letter Template
- Board Orientation Powerpoint Presentation Template