



# **Board of Governors Policy**

**POLICY TYPE:** Governance Process **NUMBER:** GP-5

**POLICY TITLE:** Board of Governors' Orientation

**EFFECTIVE DATE:** March 11, 2021 **REVISION DATE:** May 11, 2022

**RENEWAL DATE:** March 2022

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## **1. BACKGROUND**

1.1 The Ministry of 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 Confederation 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 materials which are available in written format or electronically, 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;
  - h) Truth and Reconciliation – Calls to Action; and
  - i) tour of College buildings.
- 2.3. Board orientation should build a link for the new governor with serving fellow governors and introduce him/her to the Senior Team.
- 2.4. Governors will be encouraged to participate at regional, provincial and national orientation programs and conferences.
- 2.5. 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.

Preference to attend the Higher Education Summit will be given to new Governors in order that they can attend the above noted training sessions.

- 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. In accordance with the Board of Governors' "Governor Mentoring Program Guidelines", the Board of Governors', at their June meeting, 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. PROCEDURE**

- 3.1 On the second Tuesday in September, prior to the Board retreat or meeting, an Orientation Session for all new and returning Governors will be held.

#### Orientation Session

- 3.2 The Chair of the Board, along with the President, are responsible for developing an agenda to provide orientation to the Board of Governors.
- 3.3 Every incoming Governor is expected to participate in the orientation program. The annual orientation program will be open to all Governors.
- 3.4 Vice Presidents will provide an overview of their departments to the new and returning governors.
- 3.5 An overview of the college's governance model will be provided.

#### Orientation Binder

- 3.6 The Board of Governors materials, which will be made available to a new Governor, and returning Governors on the Board's MS Teams site. Hard copies can be made available, if requested.

Materials provided, will include, but not limited to:

- Contact information of current Board of Governors and Senior Team
- Meetings and event schedule
- President's Office Organizational Chart
- History of Ontario College System
- Current Strategic Plan
- By-law(s)
- Board of Governors' Ends and Governance Policies
- Terms of References Board of Governors' Committees

- Basic Principles of Policy Governance
- College Centre of Board Excellence – Manual for Effective College Governance – A Resource Manual for Ontario Colleges (Hard copy or electronic)
- Board Monitoring Process
- Quick Reference Guide on Motions
- Travel and Meals and Hospitality Policy
- Short-Term Investment Policy
- Perquisites Policy
- Most Recent Financial Statements / Annual Report and Business Plans
- *Ontario Colleges of Applied Arts and Technology Act, 2002* and Ontario Regulation 34/03
- *Ministry of Training, Colleges and Universities Act, R.S.O. 1990*

The list may be supplemented with other information or any correspondence pertaining to major developments or issues of current interest of the Board.

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.

#### Request for Information

- 3.7 At the beginning of the first term of a Governor, the Governor will be requested to complete the following documents:
- Board of Governors' Confidentiality Agreement
  - Governor Commitment Form
  - Self-Disclosure Criminal Record Suspension Form

#### Ongoing Education

- 3.8 Beyond the initial orientation program ongoing professional development to ensure that its members maintain or improve their skills, and that they continue to deepen their understanding of Confederation College services, related community matters and governance.

Ongoing education may take place as part of a regular Board meeting, special Board meeting or retreat, or in a separate educational session. Additional opportunities may include attendance with external organizations at meetings, workshops or conferences.

Training resources are also available through Colleges Ontario and the Board Centre of Excellence.

**4. MONITORING**

- 4.1 The Board will annually evaluate its orientation program, through a Board of Governors' Orientation Evaluation and through feedback from the Annual Effectiveness Evaluation. The Annual Effectiveness Evaluation shall be issued to all Board members by June of each year.

**5. REFERENCE MATERIALS**

- 5.1 Board of Governors' Governor Mentoring Program Guidelines
- 5.2 Annual Effectiveness Evaluation