

Category: Governance
Policy Number: 1-1a
Policy Name: Board Orientation

Purpose:

The orientation of new members is necessary in order for there to be a common and shared understanding of the authority and role of the Library Board. This policy sets out the requirements for Board orientation.

Policy:

Board members shall be given a thorough orientation within two months of their appointment to the Board.

The CEO and the Board Chair shall be responsible for providing an orientation which shall include, but not to be limited to:

- The *Public Libraries Act, R.S.O. 1990, c. P44* overview
- *Waterloo Public Library Policy Manual*
- Waterloo Public Library Board information including agendas, minutes, etc.
- A meeting to discuss the role, structure, code of conduct, expectations and function of the Board to be done by the Board Chair
- An introduction to the Library’s resources, services and needs - including a facility tour by the CEO

Each board member will receive:

- Current strategic plan
- An overview of operating and capital budgets
- An application for Library membership
- Ontario Library Boards’ Association information
- Summary of *Robert’s Rules of Order*

Document Record:

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