

SPARWOOD PUBLIC LIBRARY ASSOCIATION STATEMENT of POLICIES		Page:	1 of 1
Chapter:	GOVERNANCE	SP No.	B.6
Subject:	New Board Trustee Orientation	Date Approved:	February 5, 2024
Issued by:	Board Trustees	Subject to Review:	2025
Replaces:	NEW	Dated:	

POLICY

1. Board trustees are fiduciaries whose responsibility is to steer **SPLA** towards a sustainable future by adopting sound, ethical, and legal governance, and financial policies, as well as making sure the organization has adequate resources to advance its mission.
2. Board trustees shall also play a significant role providing guidance by contributing to **SPLA**'s culture, strategic focus and effectiveness as well as serving as ambassadors and advocates.
3. New board trustees shall be introduced to the basic roles and responsibilities of service as a board trustee of **SPLA** as outlined in Policy B.3, Board Development and Operations.
4. A new Board trustee orientation session to be held prior to the first regular meeting of the Board. At the last regular Board meeting prior to the Annual General Meeting, the board shall elect a Board trustee who will oversee the orientation of new Board trustees.
5. The new Board trustee orientation shall include, but not limited to, the following:
 - a. Completion of the following forms by new Board trustees:
 - i. Form B1 – Board Trustees - Consent to Act as a Board Trustee
 - ii. Form B2 – Board Trustees - Oath of Office and Code of Conduct
 - iii. Form B3 – Consent to Act as a Volunteer and Confidentiality Statement
 - iv. Form B4 – Board Trustee Information Form
 - b. The history and mission of **SPLA**
 - c. Bios of current Board trustees and staff, if applicable
 - d. Review of the policy manual with a focus on Section B – Governance
 - e. Review of committees
 - f. Review of recent financial reports and the approved budget
 - g. Review of motions passed in the last year
 - h. Review of meeting and events calendar for the year ahead
6. Veteran Board trustees shall be invited to attend Board orientations.
7. The Board, in their discretion, may also adopt the following policies when orienting new Board trustees:
 - a. Appoint a mentor or “buddy” for new Board trustees
 - b. Use name tags on the table at meetings so that new Board trustees can get to know their fellow Board trustees

PURPOSE

8. The purpose of this Statement of Policies is to ensure new board trustees become engaged in the work of the Board right away, and to serve as a committed ambassador and advocate for **SPLA**.

RESPONSIBILITY

9. The Board has the responsibility for ensuring this policy is made known to and understood by any person who is assigned to revise this Statement of Policies.

PROCEDURES

10. This policy will be reviewed every year.