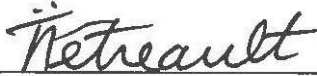
	Policy Number:	BoD-D-001
	Policy Section D GOVERNANCE	
	Date Issued:	Feb 23, 2017
	Date Revised:	June 17, 2020
	Reviewed / No changes	May 27, 2021
<u>Board Orientation</u> Page 1 of 3	POLICY & PROCEDURE Approval Reference AFS Public Board Motion #0769 (June 25, 2020)  <hr/> J. Tetreault Jana Tetreault AFS President & Chair of the Board	

POLICY STATEMENT:

Algoma Family Services (AFS) Board members will serve as ambassadors and advocates of Algoma Family Services.

In order for all AFS Board members to become engaged in the work of the board right away, AFS is committed to providing a robust orientation program for new AFS Board members as a first step in what will hopefully become a mutually rewarding relationship between the Board's members and the organization.

Regular education will be provided for AFS Board members as it relates to their important role, as well as about issues that impact the environment in which the non-profit operates, and about the nonprofit itself, as a means of promoting ongoing board engagement.

PROCEDURES

New AFS Board members will be introduced to the basic roles and responsibilities of service as a nonprofit board member, and also will be provided specific information about AFS' mission, vision, goals/priorities and activities (Ref. CODE-0015 Vision Mission Values Service Principles).

Current AFS Board members will receive regular and ongoing educations related to their role.

New AFS Board members will receive a copy of the **AFS Board Manual** containing all AFS Board and AFS Code of Conduct Policies, information related to AFS Board Standing Committees, copies of the agency's Bylaws and Letters of incorporation, copies of audited annual statements and Annual Reports, the agency's Strategic Plan/ Vision, Mission, Values are Priorities,

Board orientation will also include ...

1. Tour of facility and introductions to Staff
2. Communications protocol ... how we (AFS Executive office) communicates with Board
 - Board members receive copies of Current Board Membership (detailed list) – such lists will be updated regularly and forwarded to all Board members
 - Schedule of Board meetings (Calendar of meetings for the current year)
3. Review AFS Board manual – including:
 - AFS By-laws and Letters of incorporation
 - Transfer-Payment Agency (TPA) Governance and Accountability
 - AFS Board Policies
 - AFS Corporate (Strategic) Plan (Ref. CODE-0015 Vision Mission Values Service Principles)
4. All new board members will be paired with an experienced board member who will act as a mentor and be available to answer any questions.
5. Training with AFS issued technology on how to access SharePoint and AFS email.

RELATED POLICIES & DOCUMENTS:

- AFS Letters Patent of Amalgamation - April 01-2001
- AFS By-laws
- AFS Board Policy Manual
- AFS Code of Conduct Policies & Procedures
- Tips for effective meetings

- BoD-D-001-OG Board Orientation Guidelines and Checklist