



## Committee or Board Orientation

### Description:

This tool provides checklists relating to different aspects of Committee or Board orientation.

### How it can be used:

Orientation of a Committee or Board can make the difference between a group that functions effectively and a collection of people that struggle to accomplish their goals. There are different aspects to an effective orientation approach; the process, the documents, and the roles and responsibilities. Complete the checklists to see how complete your orientation binder is and what is still needed.

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### Orientation – The Binder

The Orientation Binder should be up-to-date, easy to read, and have enough information (but not too much to be overwhelming). It should be presented to the Committee or Board members to read before their first Committee or Board meeting.

The Orientation Binder should include the following documents: (check off the ones that you have)

- Organization vision
- Organization mission
- Organization values
- Committee or Board Terms of Reference
- Committee or Board member roles and responsibilities (what is expected of each Committee or Board member)
- Strategic priorities and strategic goals
- History of the organization (one-page)
- Organizational chart
- Budget and most recent financial statements
- Programs and Services (a recent Annual Report can provide this)
- Program highlights for the year to date (recent accomplishments and current initiatives)
- Committee or Board bylaws or norms
- Key Policies (some key ones are below)
  - Code of Conduct





- Conflict of Interest
- Privacy
- Committee or Board calendar of upcoming meetings and events
- Past Committee or Board meeting summaries
- Committee or Board and Management contact list

## **Roles and Responsibilities**

### **Role of the Committee or Board Chair**

- ensure the smooth functioning of the Committee or Board
- chair all meetings of the Committee or Board
- ensure the meeting agenda is prepared and review meeting minutes
- enforce rules of conduct as they apply to the Committee or Board
- welcome and coach new Committee or Board members
- serve as spokesperson, with the Executive Director or Health Director for the organization
- ensure effective and timely communication with Committee or Board members
- prepare for annual general meeting (AGM) if relevant
- prepare annual statement from the Committee or Board (often included in the Annual Report)
- co-sign on behalf of the organization
- represent the organization at meetings and events

### **Role of the Committee or Board members**

- show up for meetings on time and prepared
- participate in meetings (listen to discussions, ask questions, offer input and feedback)
- support Committee or Board decisions once they are made
- help the Committee or Board achieve its mandate and mission
- abide by the bylaws, code of conduct policy, conflict of interest policy, and other policies
- participate in the budget and financial planning of the Committee or Board and the organization

