



Committee or Board Orientation

Description:

This tool provides questions relating to the process of orienting a Committee or Board.

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. Consider how you would answer the questions related to your orientation process and determine where you can improve.

Orientation – The Process

1. There is someone responsible for orientation. (e.g., Committee or Board chair, Executive Director, Health Director)

In our organization, who is responsible for orientation of the Committee or Board?

2. The orientation is personalized where relevant (based on experience level, some may need more training in governance or more training about the organization or health , etc.)

In our organization, how could we personalize the orientation of the Committee or Board members?

3. The process has an orientation to the organization and includes:

- organization's vision _____
- organization's mission _____
- organization's values _____
- key history of organization _____
- organization structure (org chart)

- strategic direction (summary of Strategic Plan or Health Plan)





- key stakeholders and partners

- major risks and strategies to manage risk

- funding and accountabilities

- services provided (programs and activities)

4. The process has an orientation to the Committee or Board and includes:

- Committee or Board’s mandate and areas of responsibility

- Committee or Board structure (Chair, members, length of terms, etc.)

Chair_____

Members_____

Length of term_____

- Committee or Board protocols related to motions, voting, agenda, participation, etc. (in Terms of Reference)

Motions_____





Voting _____

Agenda _____

Participation _____

5. Committee or Board expectations

Meeting attendance

Participation

6. Serve as an ambassador

What does that mean for our organization?

