

BOARD MANUAL

SUBJECT: Board and Board Committee Orientation		NUMBER: 2-D-30
SECTION: Board Processes	APPROVED BY: Board of Directors	
DATE: September 28, 2011	REVISED/REVIEWED: September 30, 2015 September 27, 2017, October 17, 2018, November 25, 2020	

Purpose

The purpose of a Board and committee orientation program is to help new Directors and non-director committee members assume their responsibilities quickly, maximizing their potential contribution and the capacity of the Board and committees as a whole.

Policy

It is the responsibility of the Governance Committee to ensure that new Directors and non-director committee members receive an orientation to their role as a Board and/or non-director committee member.

Orientation will take place as close as possible to the appointment of members and may be more than one session.

All new Directors will be assigned a mentor by the Board Chair, in consultation with the CEO, who will assist in providing additional information and answering questions that the new Director may have. The committee Chair will act as a mentor for new non-director committee members.

Orientation will consist of;

- 1) General orientation for all new Board and non-director committee member; and
- 2) Committee specific orientation.

Topics for the general orientation may include those outlined in Appendix A and amended from time to time by the Board Chair, CEO and/or Governance Committee.

The Chair of each Board Committee is expected to conduct a committee specific orientation process. This session will cover at minimum the mandate and terms of reference of the committee for which he/she chairs.

Expectations

All new Board Directors and new non-director committee members will:

- Attend a mandatory orientation
- Read and be familiar with the Responsibilities of a Director (Policy 2-A-30) or the Responsibilities of Non-Director Committee Members (Policy 2-A-32)

- Consider registering on the Ontario Hospital Association (OHA), the Advisory Board, the Institute for Healthcare Improvement and The Beryl Institute to receive governance and healthcare information
- Complete an electronic orientation evaluation survey post-meeting

In addition, all new Board Directors will:

- Complete the Ontario Hospital Association (OHA) one-day course, Essentials Certificate in Health Care Governance for new Directors (or equivalent certification) within 2 years of joining the Board
- Meet with their mentor at least once during their first three months of service or as often as required

Suggested Reading

- From the Board Manual – a list of initial recommended reading, including:
 - Organizational Chart
 - Information about the Ministry of Health, Ontario Health, CMH Volunteers Association and CMH Foundation
- Guide to Good Governance, Ontario Hospital Association
- Copy of the previous year's annual report
- The minutes of the last three meetings of the Board (open and in-camera found on the CMH Board Portal, accessible only to Directors)
- Previous year's Committee minutes to which the new Director or non-director committee member is assigned (found on the Board Portal)
- Schedule of meeting dates

Other

The Director or committee member will obtain or be provided:

- A criminal record check
- Photo identification card to be worn at all times on the Hospital premises
- A completed access card information form to enable parking access
- A signed Directors and non-Directors committee members declaration (2-D-22)
- A signed confidentiality declaration
- A signed Conflict of Interest declaration (CMH 9-40)
- Board portal passwords
- A description of HIROC Insurance coverage

In addition, the Director will provide:

- An Indemnity Agreement signed by the Director
- A JPEG picture (portrait)

Appendix A

Board Orientation Topics

General Information

- (i) Mission, Vision, Values
- (ii) Strategic Plan and Drivers
- (iii) Hospital Overview
- (iv) Financial Overview
- (v) Legal Framework

Responsibilities/Expectations of Directors and non-director committee members

- (i) Differences
- (ii) Responsibilities
- (iii) Key Policies
 - a. 1-A-04 Code of Conduct*
 - b. 2-A-36 Conflict of Interest*
 - c. 2-A-34 Confidentiality*
 - d. 2-A-38 Attendance*
 - e. 2-D-11 Communication with Media*
- (iv) FAQ: Spokespeople, Role, Mentorship, Hospital Events

Hospital Partners

- (i) CMH Foundation
- (ii) CMH Volunteer Association
- (iii) Patient Family Advisory Committee/Mental Health Family Advisory Council
- (iv) Cambridge and North Dumfries Ontario Health Team

How the Board / Committees gets its work done

- (i) Board Structure
- (ii) Committees' Key Roles
- (iii) Charters and Work Plans
- (iv) Committee Support
- (v) Board / Committee Meeting Materials
- (vi) Board / Committee Evaluations
- (vii) Board / Committee Portal

Key Issues facing Hospital