

**BOARD MANUAL**

<b>SUBJECT: Education for Board Members and Non-Director Committee Members</b>		<b>NUMBER: 2-D-32</b>
<b>SECTION: Board Processes</b>	<b>APPROVED BY: Board of Directors</b>	
<b>DATE: November 24, 2010</b>	<b>REVISED/REVIEWED: April 23, 2014, November 30, 2016, May 30, 2018, November 27, 2019, November 25, 2020, September 29, 2021</b>	

**Policy**

It is important that the Board and non-director committee members have the skills, knowledge and experience required to fulfill their duties. In addition to the initial orientation program (see Board Policy Manual, 2-D-30 Board and Board Committee Orientation), the Board will provide opportunities for ongoing relevant skills development, and to be fully informed with respect to the background and context of the decisions that Board members and non-director committee members are called upon to make.

All new Board members must complete the Ontario Hospital Association (OHA) Essentials Certificate in Health Care Governance for New Directors (or equivalent) course within two years of joining the Board.

It is expected that all Board members will participate in continuing education sessions held for Board members. Education may take place in separate educational sessions, during regular Board and committee meetings, or as part of a Board retreat. Other opportunities for education may include Hospital tours, OHA sponsored education and other governance related programs.

Board members will identify their individual development needs through feedback questionnaires that follow education sessions and an annual self-assessment.

Expenses for attending education programs will be reimbursed according to established policy (see CMH Policy, Board Travel and Expenses Policy 2-D-34.)

In general, non-director committee members are encouraged to attend free educational opportunities only. Paid education is generally reserved for Board members only.

Board members/non-director committee members who attend conferences or educational events are required to provide a report to the Board and/or relevant committee(s).

### **Procedure**

1. The CEO's office will inform Board members and/or non-director committee members about relevant upcoming education events.
2. A Board member/non-director committee members will communicate interest in attending an education program with associated registration fees or expenses to the Board Chair or committee Chair as appropriate.
3. The Board Chair, in consultation with the CEO, determines whether or not to support the education request.
4. If approved, the CEO's office will facilitate registration and payment for the program.
5. The Board member/non-director committee member will arrange with the Board Chair/committee Chair to present a summary of the education session at the meeting immediately following the education event or at a time determined by the Board/committee Chair.