

BOARD MANUAL

SUBJECT: Board and Board Committee Orientation	NO.: 2-D-30
SECTION: Board Process	
APPROVED BY: Board of Directors	DATE: December 6, 2023

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 President & CEO (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 members; 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. This session will cover at minimum the mandate and terms of reference of the committee for which they are the chair.

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 Institute for Healthcare Improvement and The Beryl Institute to receive governance and healthcare information
- Complete an evaluation post-orientation

In addition, all new Board Directors will:

- Complete the Ontario Hospital Association (OHA) 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

- Initial recommended readings from the Board Manual include:
 - 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 of the CMH Foundation
- 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 a criminal record check
- Be provided a photo identification card to be worn at all times on the Hospital premises
- Complete an access card information form to enable parking access
- Sign the Directors and non-Directors committee members declaration (2-D-22)
- Sign the confidentiality declaration
- Sign the Conflict of Interest declaration (CMH 9-40)
- Be provided the Board portal passwords
- Be provided a description of HIROC Insurance coverage (2-D-24)

- Sign the Indemnity Agreement (2-D-24)
- Provide a JPEG picture (portrait) for publication use

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
- (iv) Cambridge North Dumfries Ontario Health Team

How the Board / Committees gets its work done

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

Key Issues facing the Hospital

DEVELOPED: September 28, 2011		REVISED/REVIEWED:
September 30, 2015	September 27, 2017	October 17, 2018
November 25, 2020	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.