



MEDICINE HAT COLLEGE BOARD OF GOVERNORS POLICY MANUAL

BE-6: Board Member Orientation

POLICY NAME: Board Member Orientation	POLICY NUMBER: BE-6
POLICY TYPE: Board Effectiveness	DATE APPROVED: February 22, 2016 DATE REVIEWED: January 17, 2017, June 19, 2018

When the Ministry of Advanced Education confirms appointment of a new Board member by the signing of the Order in Council then:

1. The Board Chair shall call to congratulate the new Board member.
2. An internal and external news release will be prepared.
3. The Board Executive Assistant will contact new Board members to schedule a visit with the Board Chair, the Vice Chair and/or the President of Medicine Hat College at the earliest opportunity.
4. The Chair of the Board Effectiveness Committee assumes responsibility for orientation and is encouraged to engage all Board members in the process. Orientation will include the following:
 - 4.1. The duties and responsibilities of a Board member.
 - 4.2. The Medicine Hat College Board of Governors Policy & Bylaw Manual.
 - 4.3. College administrative structure.
 - 4.4. Board Committee structure and responsibilities.

Critical Elements of Orientation are:

1. To ensure that a new Board member understands:
 - 1.1. Duties and Responsibilities
 - Policy Development
 - Monitoring Performance
 - External Relationships
 - College Fundraising and Advocacy
 - 1.2. The Medicine Hat College Board of Governors Policy & Bylaw Manual
 - Vision, Mission & the Ends
 - Board Effectiveness
 - Board-President Relationships
 - Executive Limitations
 - Governance Process
 - 1.3. Medicine Hat College Operational Policies
 - 1.4. Board Members' Code of Conduct [policy GP-4]
2. To ensure that a new Board member becomes is familiar with the current Comprehensive Institutional Plan, Strategic Plan, and Annual Report.
3. To ensure that a new Board member is familiar with the structure of the College as it pertains to:
 - 3.1. Committees
 - 3.2. Administration
4. To ensure that a new Board member is familiar with the geographical layout and physical structures of Medicine Hat College.