

<b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b>	<b>Code: BHA</b>
--------------------------------------------------------------------------------	------------------

## NEW BOARD MEMBER ORIENTATION

Board members who are familiar with the facilities and operation of the School Division, and who are knowledgeable about their obligations, duties, and responsibilities can make a more effective contribution to the welfare of their school system. It is important, therefore, to provide information and an orientation to newly elected trustees so that they are adequately prepared to fulfill their governance responsibilities. The Board shall:

1. Provide a local opportunity for newly elected Board members, within six weeks of their election to participate in an orientation conducted through the Superintendent's office.
2. Provide an opportunity to attend the MSBA School for New Trustees.
3. Provide a swearing in ceremony at the first official meeting of the Board.

### A. Local Orientation

The local orientation session for new Board Members will require the participation of the Chair of the Board, the Administration of the School Division, or a combination of both.

Items to be considered as part of this orientation shall include:

- a) A review/discussion of an orientation manual.
- b) An introduction to School Division policies.
- c) An introduction to the budget process, the current budget, and collective agreements.
- d) An orientation to key issues facing the Board.
- e) An opportunity to tour the School Division office, schools, and garage facilities.
- f) An introduction to key School Division personnel.
- g) Services and support provided to trustees through the School Division office.

### B. Orientation Manual

The Orientation Manual for the newly elected trustees shall include the following:

- a) Division mission statement and organizational chart.
- b) Board structure; board committees and responsibilities; limits to individual trustee authority; protocols for contact with schools and school personnel.
- c) Most recent Board and committee goals statement.
- d) Governance policies: Rules of order, code of conduct, conflict of interest, Board indemnity and procedures for reimbursement of expenses, term of office, etc.
- e) Minutes of recent previous board meetings.

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: BHA</b>
--------------------------------------------------------------------	------------------

- f) Duties of the superintendent and secretary-treasurer.
- g) Most recent strategic plan, and/or the annual School Division plan.
- h) Calendar of meetings and major events.
- i) A list of educational acronyms.