

EXECUTIVE AND GOVERNANCE POLICY

3.1

Policy Title: 3.1 Executive Member Orientation

Last Approved: September 2017

BACKGROUND

As a result of elections, the Executive will experience changes in membership. To ensure continuity and facilitate smooth transition from one Executive to the next following an election, Executive members must be adequately briefed concerning existing Executive policy and practice, strategic directions and initiatives.

APPLICATION

This policy applies to new Executive members to inform them of their responsibilities. The Executive believes an orientation program is necessary for effective service. All incoming Executive members and alternates are expected to attend all aspects of the orientation program.

POLICY STATEMENT

1. The President, Vice-President and Executive Director are responsible for ensuring the development of the Executive orientation program for newly elected Executive members.
2. The President, Vice-President and Executive Director will provide an orientation program for all newly elected Executive members that provides information on:
 - 2.1. Executive Handbook including *An Act to incorporate Saskatchewan School Boards Association*, Association Bylaws, Association position statements, Executive policies, etc.
 - 2.2. Role of the Executive member and the Executive;
 - 2.3. The Strategic Plan and Plan Implementation;
 - 2.4. Financial information (Budget, Budget Process, Audited Financial Statements);
 - 2.5. Practical information (Expense Claims, Insurance Coverage, Building Information, Conference Attendance);
 - 2.6. Executive meeting information;
 - 2.7. Communication with constituencies;
 - 2.8. Fiduciary duty.
3. The orientation program will also include a tour of the offices and the opportunity to meet Association staff.
4. Executive members will complete a disclosure form to identify potential conflicts of interest.
5. Incumbent Executive members are encouraged to help newly elected Executive members become informed about history, functions, policies, procedures and issues.
6. Specific orientations for the President and Vice-President will be provided as required.

REFERENCES

Executive Policy 2.0 – Role of the Executive
Executive Policy 3.0 – Role of the Executive Member
SSBA Governance Handbook