



BOARD OF HEALTH

SECTION:	Governance	APPROVED BY:	Board of Health
NUMBER:	BOH-GOV-070	REVISED:	June 2024
DATE:	May 1, 2018		

Board Member Orientation

PURPOSE:

To ensure that all Board of Health (BOH) members have a broad understanding of the work of public health, are aware of their governance roles and responsibilities and are aware of emerging issues to effectively discharge their duties as Board members.

POLICY:

New Board members shall receive a formal orientation to their roles and responsibilities as Board members and to Southwestern Public Health (SWPH) as an organization within three months of their appointment to the Board of Health.

Orientation is also an ongoing process and Board members are encouraged to identify individual needs for orientation outside of the formal process.

PROCEDURE:

1. New Board Members will complete their first formal orientation (general overview, roles and responsibilities) within three months of their appointment to the Board of Health.
2. Upon appointment, new members will be provided with access to the SWPH Board portal and subsequent orientation documents and new members are required to familiarize themselves with these documents.
3. Orientation sessions are conducted by the CEO and any other appropriate Health Unit staff. Every effort will be made to conduct the first general overview orientation session prior to the Board member's first BOH meeting.

4. Orientation activities for all Board members shall occur on an on-going basis and may include, but not be limited to, information on the following topics:
 - a. The agency's structure, vision, mission, and goals and objectives;
 - b. The agency's strategic plan, the planning process, its relationship to the operational plan, and performance monitoring;
 - c. Overview of the community's demographics;
 - d. The agency's operations, programs and services;
 - e. Current issues in the Ontario public health system;
 - f. The provincial government structure and the funding streams of the applicable ministries and other funders;
 - g. The duties and responsibilities of board members; and
 - h. The fiduciary responsibilities in terms of trusteeship, due diligence, avoiding conflict of interest, maintaining confidentiality, strategic oversight, ethical and compliance oversight, stakeholder engagement, risk management oversight, and succession planning.

5. Board Members are encouraged to attend orientation sessions with relevant provincial public health associations and other associations when offered. Registration details are facilitated through the CEO and Executive Assistant.

6. Board Members should identify any further orientation needs related to specific health unit programs to the Board Chair and CEO for follow up and development.

COMPLIANCE:

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

REVISION DATES:

September 2022
June 2024