

Carlow/Mayo Public Library

Policy Type: **Governance**

Policy Number: **GOV- 02**

Policy Title: **Board Orientation**

Policy Approval Date: **January 21, 2019**

Policy Review Date: **January 2023**

The orientation of new members is necessary in order for there to be a common and shared understanding of the authority and role of the library board. This policy sets out the requirements for board orientation.

1. Board members shall be given a thorough orientation within two months of their appointment to the board.
2. The Chief Executive Officer (CEO) and the board chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
 - a) information on the library's vision, mission and values
 - b) an overview of the **Public Libraries Act**, R.S.O. 1990, c. P44
 - c) an overview of the board bylaws and governance policies
 - d) a discussion on the role, structure, code of conduct and function of the board
 - e) a tour of the library and an introduction to staff members and services
3. Each board member will receive:
 - a) the current **Carlow/Mayo Public Library Policy Manual**
 - b) the library's current planning document
 - c) a copy and overview of the annual operating plan and the current budget
 - d) an application for library membership
 - e) a copy of the **Library Board Orientation Kit** (Southern Ontario Library Service)
 - f) a copy of **Cut to the Chase: Ontario Public Library Governance at a Glance**. (Ontario Library Boards' Association)

Related Documents:

Carlow/Mayo Public Library. **Gov 10 - Board Training**

Southern Ontario Library Service. **Library Board Orientation Kit**. (2004)

Ontario Library Boards' Association. **Cut to the Chase: Ontario Public Library Governance at a Glance**. (2012)