

#108137

BIA

NEW BOARD MEMBER ORIENTATION**APPENDIX A – NEW BOARD MEMBER ORIENTATION**

The orientation of new Board Members may take the form of a locally conducted school for newly elected Trustees run by the Chair of the Board, by the administration of the School Division, or a combination of both.

Listed below is a sample program which may be used:

Orientation of Newly Elected Trustees

1st & 2nd days (or longer)

Division Office

1. Superintendent's Department-duties
2. Secretary-Treasurer/CFO's Department-duties
3. Maintenance Manager's Department - duties
4. Maintenance
5. Transportation

Finance

1. Payroll
2. Budget
3. Division Budget developmental process
4. Audit
5. School budgets
6. Buying procedures
7. Trustees' indemnities & expense forms

Division Policies & Programs

1. Public Schools Act
2. Board Policies and By-Laws including but not limited to:
 - a. Section A – Foundations and Basic Commitments
 - b. Section B – Board Governance

Miscellaneous

1. Review educational objectives of the Division
2. Other information as determined by the Chair of the Board or the Superintendent

Former BHA-R

ADOPTED	REVIEWED	REVISED	PAGE
28-Sep-76		11-Oct-22	1 of 1
		Motion 19-04-22	