

Governance Policies and Procedures

Policy Name: Orientation	
Policy Number: G 2.1	Policy Type: Role of the Board
Reviewed: May 2024	Next Review: 2027

OLA POLICY AND PROCEDURES ORIENTATION

INTRODUCTION:

Board orientation is important, so Directors are aware of and can fulfill their governance responsibilities. Information about the Ontario Library Association and a description of board expectations provides them with that essential knowledge. Orientation will ensure that board members can find answers to critical questions such as:

- What knowledge and skills do they need to bring to the work?
- Where to find available resources?
- How are meetings run?
- What are their legal responsibilities?
- How does the board function?

Each year the Past Presidents of each of the Divisions join the Board of Directors. As new board members, they need to feel like an integral part of the Board as soon as possible, and to be able to perform the roles and responsibilities of Directors, including:

- Fiduciary duty to oversee OLA's financial and legal management;
- Accountability to the members of the Association;
- Contribution to governance of the organization; and
- Successful achievement of OLA's vision, mission and strategic plan.

The orientation also provides an understanding of the distinction between their roles and responsibilities as a member of the OLA Board of Directors and that of being a Divisional Past President or designate.

PURPOSE:

Conducting an annual orientation session prior to their Board term beginning. This includes the

incoming Divisional Past President (e.g., in Presidential year) as well as returning members, and occur early in the year in order to help board members become familiar with their roles, responsibilities, and meeting processes. With information and knowledge, the learning curve is lessened and allows new Directors to transition into their leadership position with increased confidence.

Definitions:

What does 'Fiduciary' Mean?

A fiduciary duty is a legal duty to act solely in another party's interests. Parties owing this duty are called fiduciaries. The individuals to whom they owe a duty are called principals. The obligated party is typically a fiduciary, that is, someone entrusted with the care of money or property. Also called fiduciary obligation.

Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. Board members, as stewards of public trust, must always act for the good of the Association, rather than for the benefit of themselves or their Division. They need to exercise reasonable care in all decision making, without placing the Association under unnecessary risk.

Policy Statements:

The Executive Director and the President shall be responsible for developing an orientation agenda, which shall include, but not be limited to:

- General Information about the Ontario Library Association
 - o History of the Association
 - o Membership statistics
 - o By-laws
 - o Organizational chart
 - o Vision, Mission, Strategic Plan and Annual Work Plan
 - o Position Statements
 - o Programs (i.e., Forest of Reading)
 - o Calendar and list of events
- Roles and Responsibilities
 - o Role of the Board
 - o Conflict of interest
 - o Meeting Rules of Order
 - o Committees
 - o Directors Insurance
- Policies and Procedures

- o Expenses
- Financial Management
 - o Budget process
 - o How to read a financial statement
 - Current Financial picture
- Other information
 - o Minutes of board meetings
 - o Key priorities

An Orientation Package will be made available for each Board Member.

PROCEDURES:

The Orientation should take place in advance or at the first Board meeting of the term. Orientation can take place over multiple sessions. Specialized orientations may occur for the Executive or specific topics. Any member appointed in the middle of the term should receive a separate orientation and participate in the next orientation of the board (if applicable). The Executive Director will coordinate the orientation session and package for the board members.

Policy History

Action	Date
Approved	November 29, 2019
Revised	November 2023 (Tracking begins)
Revised	May 2024