

## **Ingersoll Support Services Inc.**

### **Policy: Board Member Orientation**

**Policy # B 4**

Section: Board Governance

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement - no

Reviewed and Effective: *September 15 2017*

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*Ingersoll Support Services Inc. will provide a formal orientation process for new Board of Directors members.*

### **Procedure:**

1. New Board Members will be provided with the following documents:
  - History of ISSI
  - Mission statement
  - Constitution
  - Description of services
  - Volunteer and employee organizational chart(s)
  - List of the Board of Directors
  - List of standing committees and their terms of reference and membership
  - Job descriptions for Directors and Officers of the Board
  - Policy manual
  - Annual report from the previous year
  - Current financial statements
  
2. Board members will receive an opportunity to discuss the information provided about ISSI with the President or a designate. Training and Orientation will be guided by the ISSI Orientation Manual and will include training in Policies and Procedures regarding Personal Rights and the Prevention of Abuse.
  
3. Orientation can include attendance at employee training events.