

5.0 BOARD SELF GOVERNANCE

5.12 BOARD AND COMMITTEE ORIENTATION AND DEVELOPMENT

INTENT:

Board training gives Board members and committee chairs the knowledge and understanding they need to effectively carry out their responsibilities.

5.12.1 GUIDELINES:

- 5.12.1.1 The Airshed Zone and the Beaver River Watershed Alliance shall be responsible for their own orientation process, but the Chairs are welcome to attend LICA's orientation as a means of understanding LICA's Vision, Mission, Values, and process.
- 5.12.1.2 Board orientation should be conducted within two months of each Annual General Meeting and the election of the new Board of Directors, and shall include committee chairs.
- 5.12.1.3 In addition, ongoing training/orientation should reflect topics identified by Board and committee members, especially through meeting evaluation forms. (e.g. If an evaluation indicates that Board members/Committee Chairs do not understand their role/responsibilities, then training should place strong focus on this topic.)

5.12.2 IMPLEMENTATION:

- 5.12.2.1 The Board of Directors and LICA's committees shall use a meeting evaluation form (below), which includes space for identification of training needs.
- 5.12.2.2 The Administrator, together with the Board or committee Chair, shall research potential sources and resources, and make recommendations to the Board for training and information sessions.
- 5.12.2.3 The Board shall identify development needs, set training dates and locations, and include the information in the regular Board agenda. All Board Directors and the Administrator, and committee Chairs, where appropriate, are required to attend such training sessions. At the Board's discretion, committee members may be invited to attend also.
- 5.12.2.4 As part of their orientation, all Board members and Committee Chairs shall receive a copy of the Board Manual, which they shall be expected to keep current with the updates distributed by the Administrator.

MEETING CHECKLIST

Using a meeting checklist from time to time (maybe three or four times a year) is a good way to evaluate and improve the effectiveness of your meetings. It should be handed out at the beginning of the meeting. It need not be signed, but should be collected by the chair at the end. It will also help all participants focus on what is expected of them during the meeting.

- ___ was the purpose of the meeting clear?
- ___ was the agenda sent in advance?
- ___ were any required materials distributed in advance?
- ___ did the meeting start on time?
- ___ was the agenda followed?
- ___ was a course of action decided on?
- ___ was the purpose achieved?
- ___ was a schedule for action determined (assignments and deadlines)?
- ___ were these accepted or resisted by board members?
- ___ will follow-up to this meeting be easy or difficult?
- ___ was a lot of meeting time spent on unnecessary items?
- ___ was leadership of the meeting shared when appropriate?
- ___ how did you feel about this meeting?

What additional training would help this Board/Committee understand its role and responsibilities, or the issues that came up during this meeting, or anticipated in the future?

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