



An orientation of new Board members will be conducted locally by the Chair of the Board and Senior Administration staff. The orientation will occur as soon as possible and within one month of the inaugural meeting or trustee by-election. Facilitation of the orientation topics are assigned to a particular role(s) within the organization, but the topics or sub-topics may be assigned to a designate. The orientation will cover a broad range of topics as outlined below:

**A. Board Governance – Board Chair**

1. Review of MVSD Governance and Operations (Trustee Protocols)
  - o Roles and Responsibilities
  - o Procedural By-laws
  - o Protocols for trustees dealing with staff and public
  - o Professional Development Opportunities
  - o Organizational Structure
2. Review of Board Policy

**B. Website Navigation – Email and Computer Orientation**

**C. Review of Organizational Structure and Supports – Superintendent/C.E.O.**

- Office Support Roles and Responsibilities
- Departments
  - o Superintendent/CEO
    - Communication and Public Liaison
    - Schools and School Administration
    - Human Resources
    - Division procedures
  - o Assistant Superintendent – Programs and Planning
    - Library Services
    - I.C.T.
    - Educational Services
    - Curriculum and Assessment
  - o Secretary-Treasurer – Finance and Asset Management
    - Operations
    - Finance
    - International Education

<b>Cross Reference:</b>	Board Policy #3 – Role of School Board		
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**TRUSTEE ORIENTATION TEMPLATE**

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**D. Statutes and Regulations – Senior Administration**

- Public Schools Act
- Education Administration Act
- FIPPA/PHIA
- Others

**E. Division Initiatives – Senior Administration**

- Division Plan
- Pathways to Success
- Organizational Planning Document
- International Student Program
- Community Report

**F. Educational Programs – Senior Administration**

- K-12 Assessments
- Educational Services
- Video-Conference Program
- Enrolment Reports/Trends

**G. Finance – Senior Administration**

- F.R.A.M.E.
- Budget Development
- Budget Review
- Payroll
- School Budgets
- Trustee Indemnities and Claim forms

**H. Transportation and Maintenance – Senior Administration**

- 5-year Capital Plan
- 5-year Maintenance Plan
- Transportation Review

**I. Human Resources – Senior Administration**

- Staff Breakdown
- Hiring Practices
- Collective Agreements
- Other

**J. Tour of MVSD Facilities – Senior Administration**

- Tours should occur wherever possible when staff are on-site

**K. Other**

- Resource: MSBA, School Board Member Handbook
- Year at a Glance

<b>Cross Reference:</b>	Board Policy #3 – Role of School Board		
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