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| Section of Policy Manual: Governance | Policy No. : GOV-02 |
| Subject: Board Orientation | Policy Approval Date: October 13, 2016 |
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The orientation of new members is necessary in order for there to be a common and shared understanding of the authority and role of the library board. This policy sets out the requirements for board orientation.

- 1) Board members shall be given a thorough orientation within two months of their appointment to the library board.
- 2) The Chief Executive Officer (CEO)/Chief Librarian and the Board Chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
 - a) information on the library's vision, mission and values
 - b) an overview of the **Public Libraries Act**, R.S.O. 1990, c. P44
 - c) an overview of the board bylaws and governance policies
 - d) a discussion on the purpose, structure, function and responsibilities of the library board
 - e) a tour of the library, an introduction to employees and services as well as a library membership
- 3) Each board member will receive a current **Gravenhurst Public Library Board Handbook** which includes:
 - a. a copy of **Cut to the Chase: Ontario Public Library Governance at a Glance**. (Ontario Library Boards' Association)
 - b. *Public Libraries Act R.S.O. 1990*
 - c. Procedural By-Law No. 2015 – 02
 - d. a copy of the library's staffing structure
 - e. a copy of Board meeting materials for the previous three months
 - f. a copy the current budget, prior year's actuals and financial statements
 - g. a copy of the library's strategic planning document
 - h. Procedural By-Law No. 2015 -02
 - i. the Board Policy Manual
 - j. a copy of the **Library Board Development Kit** (Southern Ontario Library Service)



- 4) The Ontario Human Rights Code states that it is illegal to discriminate based on the following grounds:
- a. Race
 - b. Colour
 - c. Ancestry
 - d. Creed (Religion)
 - e. Place of origin
 - f. Ethnic origin
 - g. Citizenship
 - h. Sex (includes pregnancy, gender)
 - i. Sexual identity
 - j. Age
 - k. Marital status
 - l. Family status
 - m. Receipt of public assistance and disability

Board members will receive training on the Ontario Human Rights Code as well as the accessibility standards set out in the Regulations of the *Accessibility for Ontarians with Disability Act (AODA)*.