



NEW BOARD MEMBER ORIENTATION AND ONBOARDING

Category:

BOARD GOVERNANCE

Policy Number:

BG-23

Board Approval Date:

June 26, 2025

Objective:

The purpose of this policy is to ensure that new Olds College Board of Governors (the "Board") members are in a position to contribute fully to the governing work of the Board as early as possible in their tenure.

Scope:

This policy applies to all members of the Board.

Definitions:

Policy:

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| 1. | Board member onboarding and orientation is a collaborative effort between the Board Chair, the Board of Governors, the Board Secretary and the President. | | |
| 1.1 | The Board Chair will contact and provide a personal welcome to the new member upon receipt of the Order in Council or Ministerial Order. | | |
| | 1.1.1 | The Board Chair will lead the orientation on the Board's role, decision-making process, Board communications and the culture of the Board. | |
| 2. | The Board Secretary will contact new members to welcome them to the Board and to provide logistical information. | | |
| 2.1 | The Board Secretary will start the onboarding process including assignment of an Olds College computer to be utilized to access Board information and an Olds College email address. | | |
| | 2.1.1 | The Board Secretary will obtain the following from the new member:
a) Photo (for the website)
b) Short bio
c) Completed Income Tax forms
d) Banking information | |
| 2.2 | The Board Secretary will ensure that new members are provided with access to the Board of Governors website where the following governing documentation is stored electronically:
a) Annual Calendar of Board events
b) Board member information
c) Board of Governors Policies
d) New Board Member Orientation Guide
e) Board annual work plan
f) Events and happenings at Olds College
g) Board meeting agendas and minutes
h) Board committee meeting agendas and minutes
i) Board Workshop agendas | | |



OLDS COLLEGE BOARD OF GOVERNORS POLICY