



## **Board of Governors Orientation and Training**

### **Overview**

The Board of Governors receive orientation and training every year. The information is provided in many different formats and is ongoing. The Board of Governors web page holds the information about the Board and that the Board will need. One of its pages is the [‘Board Information Binder’](#) which is a one-stop place for training, orientation, links and resources.

#### **1. ORIENTATION**

- A one-on-one orientation for all new members is arranged with the President and Board Chair.
- Onboarding: the Executive Assistant provides the new members with the annual schedule and links to the Oath of Office; Board Conduct By-Law; Board Operations By-Law; College Organization Chart; the Board of Governors Web Page with the ‘Board Information Binder’; and the Strategic Plan.
- Every year an Orientation is planned in the beginning of September for all Board members including the College Executive Team.

The Orientation covers the legislation; governance structure; policy governance; Board roles and responsibilities; by-laws and policies; financial oversight; human resources; risk management; the strategic plan; the college organization and the administrative structure.

- A survey is conducted at the orientation to determine the Board training needs for the coming year. Training topics are also requested in the annual Board self-evaluation. The Board Executive Committee ensures the topics for training are addressed throughout the year.
- The annual Orientation PowerPoint, with audio, is posted on the Board webpage for year-round access.

#### **2. TRAINING**

Every Board meeting has one training component. Twice a year it takes the form of an Educational prior to the meeting. All other meetings have one ten-minute educational line under New Business.

- **Indigenization**

Every second or third Board meeting has a ten-minute educational on ‘Indigenization at the Board Table’. It takes place under ‘New Business’ on the agenda.

- **Learning About Camosun**

Every second or third Board meeting has a ten-minute education session on one of the areas of learning identified by the members at the orientation or in their evaluation. The topics focus on a specific area of the college. It takes place under ‘New Business’ on the agenda.

- **Educationals**

Twice a year the Board is offered a one-hour Educational prior to the meeting. The focus is on one specific area of the college and is provided by that area in their location. For example, the Nursing program educational was held in the Health building and the Board was given a tour by the faculty, students, and administration.

- **Governance: Governing in the Public Interest Online Modules**

Provincial Government 'Governing in the Public Interest' publications are on the Board Website. It includes Human Resources, Risk Management, and Finance modules.

- **Governance: Governing in the Public Interest workshop**

The Governing in the Public Interest workshop takes place over one day in spring in Vancouver. Only two new appointed members attend per institution. It is provided by the Crown Agencies and Board Resourcing Office (CABRO).

- **Provincial Post-Secondary Governance Training - Annual**

The Post-Secondary Governance Workshop takes place each spring in Vancouver. It is open to the whole Board, President, EA, and Administration. The workbook is on the [Board website](#). It is provided by the Ministry of Post-Secondary Education and Future Skills.

### 3. RESOURCES

- [Board of Governors web page](#) – has an overview of information for the Board including the members list.
- [Board Information Binder](#) – links to all internal and external documents required by the Board.
- [Association of Governing Boards](#) Membership (AGB): publications, articles and a website that has many materials available. All Board members have a membership and receive the publications.
- The Board has a library with governance materials available in the Lansdowne office, Paul 217.