

Document Name:	Board of Directors Orientation Program		
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Review Period:	<input checked="" type="checkbox"/> 3 years <input type="checkbox"/> 1 year	Manual: Governance Policy Manual	
Classification:	Board of Directors	Section: Board Effectiveness	
Owner: President & CEO	Signing Authority: Board of Directors		

POLICY STATEMENT:

Prior to the commencement of their first term, or as soon as is possible afterwards, each new Director is to be provided orientation by the Chief Executive Officer to their role as a member of the Board of Directors of Hôpital Glengarry Memorial Hospital.

PROCEDURE:

1. Each new Board will be provided electronic access to a shared drive with documentation that details of the Board Quality Program, Board Role, Board Structure and Process, The Hospital, and Hospital Partners and the Healthcare Environment. Should the Director require a device to access the material, a tablet will be loaned to the Director by the hospital.
2. Each new Board member shall attend a Board Orientation Session which includes a tour of the hospital and an overview of the purpose and functions of the Board, information about the hospital and our healthcare environment. During this session opportunities to ask questions pertaining to the hospital.
3. All Board members may attend educational seminars and hospital conventions as authorized by the Board.
4. All new Board members, during the orientation, are expected to sign a Board Member Pledge of Confidentiality (51-A-172-xx) and the Board Member Accountability Statement (51-A-174-xx).
5. Evaluation forms for the Orientation Program are to be completed by each new Trustee.
6. The Board may change the orientation Program for new Board members as required.

ASSOCIATED FORMS:

Form Number	Form Name
51-A-172-XX	Board Member Pledge of Confidentiality
51-A-175-XX	Board Member Accountability Statement

Effective: May 1994	Last review: May 2023	Next review: May 2026
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Note: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the Intranet prior to use.