

<b>Document Name:</b>	Board of Directors Orientation Program		
<b>Document Number:</b>	BOD.05.015.0.26		
<b>Review Period:</b>	<input checked="" type="checkbox"/> 3 years <input type="checkbox"/> 1 year	<b>Manual:</b> Governance Policy Manual	
<b>Classification:</b>	Board of Directors	<b>Section:</b> Board Effectiveness	
<b>Owner:</b> President & CEO	<b>Signing Authority:</b> 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 Director will be provided electronic access to a shared drive with documentation that details the Board Quality Program, Board Role, Board Structure and Process, the Hospital, Hospital Partners and the Healthcare Environment.
2. Should the Director require a device to access the material, a tablet will be loaned to the Director by the hospital.
3. 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.
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.
7. All Board members may attend educational seminars and hospital conventions as authorized by the Board.

### **ASSOCIATED FORMS:**

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

Effective: May 1994	Last review: June 2026	Next review: June 2029
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