

Manual: Board of Directors

Title:	ORIENTATION OF NEW MEMBERS		No.: CA-210
Section:	Orientation Guidelines	Effective date:	2024-06-25
Issued by:	Board of Directors	Date of last revision:	2022-06-21
Approved by:	Board of Directors Thomas Soucy, Chairperson	Approved on:	2024-06-25

PURPOSE

1. The orientation for new members of the Board of Directors (the “Board”) is to help them to acquire the necessary knowledge and gain an understanding that is essential to any member of an effective board.
2. The orientation for new members is also to strengthen the bonds between new and current members, allowing them to help one another and agree on how they will perform their duties.

POLICY

1. The orientation manual for new members and the mentor’s activity board are approved by the Governance and Nomination Committee.
2. The orientation of new members is planned and organized by the Chairperson of the Board and the President and Chief Executive Officer (“CEO”). The latter will use expertise within Vitalité Health Network (the “Network”) and outside the Network, if required, based on the specific needs and interests of new members.
3. During a new member’s first year on the Board, current members are asked to serve as mentors to the new member.

Each new member (including a new chief of staff and a new chairperson of the Professional Advisory Committee) receives complete orientation based on the following:

1. Orientation prior to the first meeting of the Board following their appointment.
 - a. Receives the orientation manual.
 - b. Takes part in orientation with the Chairperson of the Board, the CEO, and the designated mentor.
 - c. Meets the designated mentor.
 - d. Reviews the Board policies and good governance rules.

- e. Reviews the roles and responsibilities of Board members and the responsibilities of the staff.
 - f. Receives an overview of the Network's history, characteristics, challenges, and opportunities as well as the issues and trends that appear to be emerging.
 - g. Reviews the terms of reference of the various Board committees and discusses interests and skills to serve on some of these committees.
 - h. Reviews the minutes of the last meetings.
 - i. Signs and returns the following documents:
 - i. Statement of conflict of interest;
 - ii. Pledge of confidentiality;
 - iii. Code of ethics;
 - iv. Pledge of respect for hospital establishments of religious orders;
 - v. Interest to serve on some committees;
 - vi. Mentorship activities table.
2. Orientation and continuous education during the first year
- a. Orientation on the role and responsibilities of effective governance
 - b. Orientation to the world of health care and hospitals
 - c. Orientation to the Network as an organization
3. Activities that can take place during the first year on the Board. The mentor is responsible for making the initial contact with the new member. Then, the mentor and the new member together determine a meeting plan, the frequency at which meetings will be held, etc., based on the following parameters:

Phase 1 – During the first six months, the new member:

- Continues to meet with their mentor regularly before each meeting of the Board and performs the activities deemed necessary in the mentorship activities table;
- Reads references, articles and publications on governance;
- Attends continuous education sessions offered by the Board.

Phase 2 – During the first 12 months, the new member:

- Continues to meet with their mentor regularly and performs the activities deemed necessary in the mentorship activities table;
- Continues to read relevant publications and articles on governance;
- Attends continuous education sessions;
- Attends the annual general meeting.

Terms of Reference Reading and Understanding Record


Signature _____

2024-06-25
Date _____

Return a signed copy to the committee chairperson following the first committee meeting in accordance with the annual schedule.

Supersedes:

Zone 1: _____

Zone 5: _____

Zone 4: _____

Zone 6: _____

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Framework for the Mentor and New Board Member

The framework includes examples of activities that the mentor and new Board member can do together to create a rewarding and structured mentorship experience. These activities can be used for evaluation purposes between the mentor and the new member at any time. The table is used to indicate which activities are done and whether other learning opportunities should be explored.

Mentorship Activities Table	Date Done
A mentor is assigned to each new Board member.	
The mentor and new member share their mutual professional experience, expertise, and health care experience.	
The mentor arranges an initial call or meeting with the new member.	
The mentor and new member discuss and agree on how they will work together.	
The mentor and new member attend the orientation session for new Board members.	
The mentor attracts attention on elements in the orientation manual dealing with the greatest challenges of the organization and the Board.	
The mentor works with the committee chairs to ensure that the new member has the opportunity to attend meetings of the Board committees at least once.	
The mentor ensures that the new member has completed all training programs required.	
The mentor meets with the Leadership Team to review current issues and challenges, if needed.	
The mentor and the new member meet with the Regional Chief of Staff and physicians who serve on the Board if needed.	
The mentor and new member meet with the CEO and Chairperson of the Board for a general discussion.	
The mentor works with the new member to identify additional learning needs.	
The mentor and new member provide follow-up on the integration of the new member at each meeting of the Board in person or via teleconference.	
The mentor and new member share educational articles on governance.	

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After the first year, the mentor and new member determine whether ongoing interaction would be beneficial.	
After the first year, the Chairperson of the Board arranges an interview with the mentor and new member.	