

NEW BOARD MEMBER ORIENTATION

The board believes that board members who are familiar with policies, programs, practices, facilities and general operations of the division, can make a more effective contribution to the governance of the school division.

Therefore, staff and incumbent board members shall help new board members (whether experienced or otherwise) become fully informed about and familiar with the school division. Specifically, the superintendent shall ensure that board members receive an orientation, which will consist of the following aspects and phases:

- (1) In the interim between election and actual assumption of office, the board member will receive all communication normally sent to board members.
- (2) In the interim between election and actual assumption of office, the board member will be invited to meet with the superintendent to receive a formal briefing. The briefing shall contain, but not be limited, to these components:
 - (a) Receipt of, and explanation associated with, a board member handbook. The handbook will have in it, but shall not be limited to:
 - (i) a map of ward boundaries and a list of all trustees by ward, including home phone numbers, e-mail and home addresses;
 - (ii) the role of the trustee and powers as per the Public Schools Act;
 - (iii) the Board Member Code of Ethics (Policy BCA) and Violation of the Board Member Code of Ethics (Regulation BCA-R);
 - (iv) River East Transcona School Division Operational By-Law with particular reference to standing committees and their mandates;
 - (v) a list of all schools, addresses, school administration, contact numbers and e-mail addresses;
 - (vi) the organizational structure, list of senior administration, contact numbers and e-mail addresses;
 - (vii) the summary of the most recent school division budget;
 - (viii) a copy of the Strategic Plan;
 - (ix) a copy of Creating Student Success;

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- (x) a copy of the board calendar;
 - (xi) a list of major educational organizations with addresses, phone numbers, e-mails and websites;
 - (b) Receipt of and overview of the purpose, and content of the school division policy manual.
 - (c) Information sharing on the existence of other manuals, guidelines and documents in use in the division.
 - (d) Orientation as to the inaugural meeting to assist the board member to understand the proceedings, purpose and significance of this meeting.
- (3) The board member shall be invited to meet all fellow board members and senior staff at an informal gathering thirty minutes prior to the inaugural meeting.
- (4) In Order to afford an opportunity for the board member to become familiar with locations, people and programs, the member may arrange, or ask to have arranged, a schedule of appointments with schools and other sites.

In addition to the above means of assistance, the board will encourage new member to attend the annual Manitoba School Boards Association (MSBA) School for New Trustees or to attend other MSBA planned orientation workshops.

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Legal/Cross Reference:
