

BOARD OF DIRECTORS ORIENTATION CHECKLIST

Name of Board Member:

Date of Appointment:

| Subject | Task / Specifics | Assigned to / Completed by | Date Completed |
|-----------------------------|---|----------------------------|----------------|
| Welcome | Contact by Board Chair or delegate | | |
| Initial Information Package | • <i>Director's Declaration Form</i> | | |
| | • General Information; <i>At a Glance</i> information sheets | | |
| | • Schedule of upcoming meetings | | |
| | • | | |
| | • Org chart | | |
| | • Terms of Reference of Board committees | | |
| | • Expense forms | | |
| | • Board expense policy | | |
| | • Self-addressed, stamped envelopes | | |
| | • Link to NE CCAC website | | |
| Housekeeping Matters | • <i>Director's Continuing Consent to Act</i> | | |
| | • <i>Confidentiality Agreement</i> | | |
| | • Request information for business cards | | |
| | • Order business cards | | |
| | • Request bio information | | |
| | • Arrangements for photo | | |
| | • Preference and needs around technology (e.g. laptop; electronic Board packages) | | |
| | • Proximity and parking cards | | |
| | • Request void cheque | | |
| Orientation Meeting – Chair | • Overview of Board meetings | | |
| | • Policy Board model; governance vs. operations | | |

| | | | |
|---------------------------------------|--|---|--|
| | <ul style="list-style-type: none"> Provincial and local governance policies | | |
| | <ul style="list-style-type: none"> Liaison with other Board members | | |
| | <ul style="list-style-type: none"> Liaison with CEO | | |
| Orientation Meeting - CEO | <ul style="list-style-type: none"> Meet with Chief Executive Officer | | |
| | <ul style="list-style-type: none"> Overview of health system | | |
| | Review of material in orientation manual (including Legislation, By-Law, MSAA, relationship with NELHIN and OACCAC, other resource material) | | |
| | <ul style="list-style-type: none"> Introduction to Executive Team | | |
| Orientation Meetings – Executive Team | <ul style="list-style-type: none"> Overview of portfolio | Senior Director, Corporate Services & Chief Financial Officer | |
| | <ul style="list-style-type: none"> Orientation to budget, business plan | | |
| | <ul style="list-style-type: none"> Briefing re expense reimbursement (process, requirements); requirements for direct deposit | | |
| | <ul style="list-style-type: none"> Determine eligibility for internet reimbursement | | |
| | <ul style="list-style-type: none"> Advise of process for requesting equipment and/or supplies | | |
| | <ul style="list-style-type: none"> Overview of Human Resources portfolio | | |
| | <ul style="list-style-type: none"> Overview of portfolio | Senior Director, Care Coordination | |
| | <ul style="list-style-type: none"> Overview of portfolio | Senior Director, Clinical Services | |
| | <ul style="list-style-type: none"> Overview of portfolio | Senior Director, Quality and Information Services | |
| | <ul style="list-style-type: none"> Overview of portfolio | Senior Director, Strategic Engagement | |
| | <ul style="list-style-type: none"> Follow up re bio if necessary | | |
| | <ul style="list-style-type: none"> Follow up re photo if necessary | | |
| | <ul style="list-style-type: none"> Board portal; basic computer orientation | Executive Assistants | |

COMMENTS FROM PERSON RECEIVING ORIENTATION:

PLEASE IDENTIFY TOPICS YOU FEEL SHOULD BE INCLUDED IN FUTURE ORIENTATION OR BOARD EDUCATION SESSIONS:

I hereby acknowledge that my orientation has been completed and I have no outstanding orientation needs at this time. I agree to seek further information and/or clarification as the need arises.

Signature of Board Member

Date