

## 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		
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	• Org chart		
	• Terms of Reference of Board committees		
	• Expense forms		
	• Board expense policy		
	• Self-addressed, stamped envelopes		
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		
Orientation Meeting – Chair	• Request void cheque		
	• Overview of Board meetings		
	• Policy Board model; governance vs. operations		

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

**COMMENTS FROM PERSON RECEIVING ORIENTATION:**

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

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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.

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Signature of Board Member

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Date