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| LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT | |
| BOARD OF HEALTH MANUAL | |
| Title/Subject: Orientation of Board Members | Original Date: January 10, 1990 |
| Policy/Procedure Number: V-135-0 | Revision Date: January 23, 2020 |
| Approved by: Board of Health | Reviewed Date: January 23, 2020 |
| Signature: Original Signed | |
| Reference: | |

Policy:

1. Orientation Manual:
 - 1.1. Each new board member will be given the opportunity to review the Board Orientation Manual. This manual will contain the following documents:
 - 1.1.1. Board of Health Document – relating to the legislation, mandates, role, principles and criteria of membership of the Board of Health.
 - 1.1.2. Legislation – Health Protection and Promotion Act, specifically sections 4 – 9, and 44-77 inclusive.
 - 1.1.3. Strategic Plan
 - 1.1.4. Health Unit By-law
 - 1.1.5. Current Annual Report
 - 1.1.6. Health Unit Organizational Chart
2. Orientation Session:
 - 2.1. Each new board member will be invited to attend an orientation session with the Medical Officer of Health to receive an overview of the health unit programs.
3. Board Meetings:
 - 3.1. Board members will receive ongoing orientation by regular program presentations.
 - 3.2. Each board meeting will contain a verbal report from the Medical Officer of Health. This will keep members up-to-date on current program activities.

Procedure

1. Orientation Manual:
 - 1.1. The Executive Assistant of the Board will prepare the necessary documentation for the Board Orientation Manual and ensure that a copy is provided to each new board member, for their review.
2. Orientation Session:
 - 2.1. The Executive Assistant of the Board will arrange the orientation session and notification of new board members and senior staff members, once the date has been confirmed.