



Board Orientation and Onboarding Policy

(Last reviewed June 2020)

Policy #: 015
Created: June 2020
Amended: N/A

1.0 Purpose and Scope:

The purpose of the policy is to ensure that new Directors to the Board of Directors of Bereavement Authority of Ontario (“BAO”) are in a position to fulfill their governance responsibilities and Director’s duties as soon as possible after they are elected to the Board.

2.0 Roles and Responsibilities:

It is the responsibility of the Manager, Office of the CEO and Board to coordinate the orientation and presentation of orientation and onboarding materials.

It is the responsibility of the CEO/Registrar, Board Chair and Manager, Office of the CEO and Board to provide the orientation and training of all new Directors. Other BAO staff may be asked to provide components of the orientation and training, as needed.

3.0 Key Elements of Director Orientation:

Director orientation will take place as soon as reasonably possible after the Director(s) is appointed/elected and will be coordinated by the Office of the CEO, and involve the participation of the Board Chair where possible, the CEO and other senior managers as deemed appropriate from time to time.

For the purposes of providing assistance, information and coaching on a one-to-one basis outside of regular Board meetings, the Board Chair will serve as a mentor for all new Directors.

4.0 Onboarding

New Directors will be contacted by the Manager, Office of the CEO and Board to welcome them to the Board, to answer any questions they may have and to schedule an orientation session.

In advance of the orientation session, new Directors will be provided with the following documentation, immediately after their election/appointment:

- a) a copy (hard or electronic, as preferred) of the Director's Guide
- b) a copy of the Oath of Secrecy
- c) a copy of the Code of Conduct and Conflicts of Interest Policy
- d) a copy of the Indemnification Agreement
- e) a BAO embossed portfolio
- f) a copy of the Guide to Death Care in Ontario brochure
- g) a copy of the latest Annual Report
- h) the link to the online Board ShareFile library of documentation

5.0 Directors Guide

The Director's Guide is stored electronically in the online ShareFile library. It contains the following governing documents:

- a) Overview of the BAO (Business Plan, Staff structure, Vision, Mission, Objectives)
- b) Director contact info and roles, responsibilities, position descriptions
- c) Committee mandate, composition, terms of reference
- d) Per diem claim and expense reimbursement information
- e) Board meeting minutes and Record of Motions
- f) Governing documents (Legislation, Admin Agreement, By-law and Policies)
- g) Financial reports and budgets

6.0 Orientation Session

Directors have a duty to be knowledgeable about the affairs of the organization, about the Board's governance processes and about their rights, duties and obligations as Directors. The orientation session will help new Directors to maximize their contribution in the best interests of the organization.

The orientation will include the following:

- a) BAO Background, Mission, Vision, Objectives
- b) Governing Regulation: FBCSA and Regs
- c) Delegated Administrative Authority model
- d) Board powers and responsibilities emanating from the SCSAA and Administrative Agreement
- e) Policies and By-Laws

- f) Board meeting protocols
- g) Board Committees and mandates
- h) Strategic Plan, progress and current priorities
- i) Licensing Statistics
- j) Sector Issues
- k) Review of the Director's Guide
- l) Review of the online ShareFile library
- m) Introductions to fellow Directors and BAO staff
- n) Tour of office
- o) Tour of licensee establishments
- p) Professional photo

7.0 Amendment, Modification or Variation

This Policy may be amended, varied or modified after consultation and approval by the Board.