



Edmonton Screen Industries Office

Policy Name: Director Orientation & Professional Development	Policy Number: BD014
Original Date of Approval: September 2019	Policy Type: Board
Last Revision Date:	Review Cycle: 2 years
Date of Last Review:	

1.0 Purpose:

All Directors shall receive an orientation covering the Society's Mandate and Roles, statutory requirements, Board governance, corporate operations, the roles and responsibilities of the Board and the expectations of Directors in their capacity as a member of the Board of Directors and its Committees.

The objective of the Director Orientation is to help new Directors become effective as soon as practical. In supporting this objective, the Society may provide ongoing assistance to Directors with current information, reference material and documentation.

Beyond the initial Director Orientation, Directors may consider other forms of professional development (training) to:

- enhance their screen industry knowledge;
- maintain and/or improve their skills and competencies, and
- strengthen their understanding of the Society, its stakeholders and its governance practices.

Development opportunities may take place as part of regular Board meetings, as part of the annual planning session or in external educational sessions.

The Society however does not pay the tuition or expenses for a Director to attend specific external training session(s).

1.1 Procedures

A) ESIO BOARD ORIENTATION

- i) The purpose of Director orientation is to ensure new Board members feel:
 - (1) Well informed about their role;
 - (2) Generally informed about how the organization operates, including emerging issues and communications protocol;
 - (3) That they know who the others are on the Board and in the organization;
 - (4) Proud and able to share a few key accomplishments of the organization;
 - (5) Ready to contribute to the organization on day one;
 - (6) Impressed that they have joined a professional organization;
 - (7) Valued and appreciated.
 - (8) Board members who feel this way will be engaged and productive Board members.

- ii) DIRECTOR ORIENTATION BINDER
 - (1) An electronic or hard copy of a Binder specifically for new Directors, will be distributed in advance of the Director Orientation Session.

 - (2) The contents of this binder should include the following:
 - (a) Board Terms of Reference;
 - (b) Committee Terms of Reference;
 - (c) List of all current Board members (including a brief bio and photo);
 - (d) List of all current Committee members;
 - (e) Strategic planning documents including an executive summary;
 - (f) Copy of the Society's By-Laws;
 - (g) Copy of all Board policies, guidelines and procedures;
 - (h) Board meeting minutes for the 12 months;
 - (i) Minutes from the last Annual General Meeting;
 - (j) Agenda template for Board meetings;
 - (k) List of upcoming meetings;
 - (l) List of upcoming events: related programs or processes;
 - (m) History: outlines the history of the Society
 - (n) CEO job description;
 - (o) Staff organizational chart;
 - (p) Highlights for the past year and current initiatives;
 - (q) Approved budget for the current fiscal year and future years;
 - (r) Recent monthly financials; and
 - (s) Last audited financial statement.

b) DIRECTOR ORIENTATION SESSION

- i) An orientation session will be held within one month of the appointment of the Director.

- ii) Attendees: New Directors and CEO. Current Board members and other guests may be included at the invitation of the Governance Chair.
- iii) Chair of Orientation session: Chair of the Governance Committee.
- c) COMMITTEE VOLUNTEERS

- i) Committee volunteers (who are not members of the Board of Directors) will also receive an orientation prior to the start of their service on their Committee(s). Materials appropriate to the volunteer position will be shared in advance.

Chair: 

CEO: 