

POLICY 8210

BOARD ORIENTATION

Drafted: January 2021/May 2022/June 2022

Adopted: September 1962

Revised: December 18, 1978, November 1981, June 2022

Frequency of Review: TBD

1.0 RATIONALE

- 1.1 Incumbent Trustees and the Superintendent shall assist each newly elected trustees to understand the Board's function, policies, and procedures before said trustee takes office.

2.0 DEFINITION

Nil

3.0 POLICY

- 3.1 Following the filing of nomination papers and during the period of their candidacy, the Superintendent will cooperate impartially with all candidates in providing them with information about the organization.
- 3.2 Once elected, the Board Chair, with the assistance of the Superintendent of Schools, will arrange for a series of meetings with trustees, the Superintendent and other district staff for the purpose of acquainting the newly-elected trustees with:
 - 3.2.1 the roles of the Corporate Board and individual trustees;
 - 3.2.2 the administration organizational structure and the roles and functions of the Superintendent and other district staff;
 - 3.2.3 the strategic plan;
 - 3.2.4 the policy and regulation development process;
 - 3.2.5 the budget process;
 - 3.2.6 the Board meeting agenda development process;
 - 3.2.7 programs and services in the district;
 - 3.2.8 participation in the New Trustees' Academy organized by the British Columbia School Trustees' Association;
 - 3.2.9 relationship with Songhees and Esquimalt First Nations;
 - 3.2.10 relationship with the Métis Nation of Greater Victoria;
 - 3.2.11 relationship with the Urban Indigenous Peoples' House Advisory (UPHIA);
 - 3.2.12 other foundational documents including, but not limited to, Board bylaws, policies and regulations, ministerial orders, *School Act* and regulations, Robert's Rules, latest board budget, committee structure and committee terms of reference, previous outstanding board motions and letters of advocacy;
 - 3.2.13 and other areas as required or requested.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

5.0 REFERENCES

Nil