



<b>SUBJECT:</b>  <b>Orientation, Training and Development</b>	<b>CATEGORY</b>  <b>Governance</b>	<b>NO.</b>  <b>G-1.11</b>
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**PREAMBLE**

All board members are encouraged to participate in board training and development experiences to enhance their effectiveness both as directors and as community leaders in adult education.

**POLICY**

Board members shall be provided with the appropriate orientation and training to fulfil their board duties.

**1.0 Orientation**

All newly-appointed board members shall receive an orientation to help them understand their roles and encourage fulfilment of board responsibilities. Sufficient resource materials shall be provided to members for the effective discharge of their duties.

The SIAS president/CEO will ensure newly-appointed board members receive orientation as to the overall scope of operations of SIAS and, in conjunction with the institutional secretary, their policy requirements and governance responsibilities.

**2.0 Training and Development**

On an ongoing basis, board members shall be provided opportunities to gain first-hand knowledge of developments in governance, post-secondary education and training and related topics. Board members shall be encouraged to attend local, provincial and national conferences or meetings which offer programs related to the work of SIAS. Such attendance should provide opportunities to meet their counterparts in other centres and to gain first-hand knowledge of developments in fields related to their board roles and functions.

Board members shall be encouraged to participate in training sessions, workshops and retreats specifically designed to enhance their effectiveness as SIAS board members. The board of directors will complete an annual evaluation process to facilitate its appropriate internal or external training activities.

Approved by:  Board of Directors	Prepared by:  Board Governance/ Policy Committee	Date Issued:  March 25, 2011	Supersedes/New  Supersedes	Page  1 of 1 #G-1.11
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Board members' professional/personal development activities must be approved in advance by the board chair. Any professional/personal development activities undertaken by the board chair must be approved in advance by the vice-chair and/or chair of the SIAST board of directors' audit committee.

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