

<b>CATEGORY</b>	Governance	<b>DEPARTMENT CODE</b>	07
<b>DOCUMENT #</b>	GOV-07-PL-Director Orientation and Continuing Education-004	<b>DOCUMENT TYPE</b>	Policy
<b>DESCRIPTION</b>	<b>Director Orientation and Continuing Education</b>		
<b>DATE APPROVED</b>	December 2025	<b>NEXT REVIEW REQUIRED</b>	December 2030
<b>LOCATION</b>	<a href="#">GOV-07-PL-Director Orientation and Continuing Education-004.docx</a>		

## 1.0 POLICY STATEMENT

It is the policy of the School Boards' Co-operative Inc. (SBCI) to achieve best practices of corporate governance, compliance, conduct and risk management.

## 2.0 PURPOSE

We therefore strive to adopt and maintain policies that promote effective oversight and a culture and values committed to the achievement of these best practices. The Board recognizes that a Director Orientation and Continuing Education Policy is an essential too to achieve these objectives and therefore seeks to abide by the following practices.

## 3.0 PARAMETERS

- 3.1 The Governance Committee shall review the skill sets of Board members annually, following the Annual General Meeting.
- 3.2 All continuing education costs will be covered by SBCI though they must be pre-approved and authorized by the Chair of the Governance Committee.

## 4.0 ORIENTATION OF NEW DIRECTORS

- 4.1 The Board is responsible for ensuring that new Directors receive a comprehensive orientation
  - All newly appointed Directors should fully understand:
    - The nature and operation of SBCI's business
    - SBCI's governance, compliance and risk management structures
    - SBCI's Bylaws
    - The role of the Board and its Committees

- The contribution each Director is expected to make
- 4.2 In order to provide newly appointed Directors with the knowledgebase they need to fulfill their obligations as Directors, they shall:
- Receive SBCI's Directors' Reference Manual which they are expected to become familiar with
  - Receive a copy of SBCI's most recent Strategic Plan and Budget
  - Complete a course at Rotman School for Directors of Not-for Profit organizations, or similar
  - Where appropriate complete a one-day session on Financial Literacy for Directors
- 4.3 SBCI also encourages Directors to access refresher education, every two years to keep themselves current on best practices for Directors.

### **5.0 CONTINUING EDUCATION OF DIRECTORS**

The Board is responsible for ensuring that Directors are provided with continuing education opportunities. Each Director should remain abreast of developments in their area of expertise and commit to continuing education. Directors should reach out to each other, and Committee Chairperson and the Board Chair, in particular, for guidance and mentoring.

The Governance Committee may suggest a list of training topics the Management which shall offer Directors a mix of internal and external education opportunities.

### **6.0 REFERENCE DOCUMENTS**

None