

LOYALIST COLLEGE

Board of Governors Policy

22. BOARD ORIENTATION AND EDUCATION POLICY

Date Last Approved: May 29, 2025

Next Review Date: 2029

Background

In this policy, capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Definitions Schedule.

While it is expected that Governors will possess sufficient knowledge, experience and expertise at the time of their appointment to serve in such capacity, it is recognized that they will not be experts in all disciplines or in all aspects of governance. Therefore, ongoing professional development is encouraged of the Board, the Chair and individual Governors. New Governors must participate in Colleges Ontario and the CEC's College Centre of Board Excellence orientation session(s).

In addition, the Board will ensure that each new Governor receives a comprehensive orientation at the annual Board retreat to help them become an effective Board at the onset of the Board cycle. Ongoing education to enhance the Board's and individual Governor's governance capacity will also be planned and offered to the Governors.

The following principles will guide the Board's orientation and ongoing education:

- The Board will proactively define its requirements for orientation and ongoing education;
- The Board will develop an annual education plan through the Executive and Governance Committee and include items related to good governance, policy related matters relevant to the governance function and strategic matters of importance to the College;
- Governors will commit time to participating in the orientation and education sessions as part of their overall commitment as Governors; and
- Wherever possible, all Governors will participate in the same educational offerings; customized education may be required to support specialized committee work from time to time.

Policy / Procedure

Responsibilities

The Board, through the Executive and Governance Committee and the President, are responsible for:

- defining the key elements of a comprehensive orientation for new Governors;

- providing leadership in the delivery of the orientation program (normally through the Chair);
- annually considering its collective and individual needs for professional development of Governors; and
- developing an annual education program delivered in one or more special meetings or incorporated into the regular meeting agendas of the Board.

The President's responsibility is to coordinate all aspects of the orientation and ongoing education programs, once the Board has defined them.

The President and the Chair have responsibility for monitoring and implementing the orientation and ongoing education program.

Orientation

All new Governors will receive a comprehensive orientation about the College and its mandate, the role of the Board, and the expectations for individual Governors. The orientation will be geared toward the needs of all Governors, with specific focus paid to new Governors. Orientation should include the following:

- the legislative framework applicable to the College;
- an outline of the College's operations;
- descriptions of Board governance, including structures and processes;
- a list of stakeholders and key relationships; and
- an overview of the post-secondary education environment.

Ongoing Education

In recognition of the evolving nature of a Governor's responsibilities, ongoing education may be necessary. In most cases, all Governors should be exposed to the same education.

On an annual basis, the Board (through the Executive and Governance Committee) and the President will develop an education agenda for the entire Board based on a consideration of the following:

- suggestions from Governors as part of the annual Board evaluation;
- key strategic directions of the College;
- major decisions on the horizon;
- appropriate and significant risk management themes;
- other factors as considered appropriate; and
- training related to any legislated requirements.

Board Retreat

The purpose of the Board retreat is to address Board planning needs. While the format, content and duration may vary from year to year, every year there will be an additional meeting of the Board, referred to as the Board retreat. All Governors are encouraged to participate each year in a Board retreat, designed to supplement orientation to all Governors, provide Board development and learning activities, support Board governance, and promote team building and cohesion.

Off-Boarding Process

Once a Governor has completed their term, they will be asked to complete an exit survey and participate in an exit interview. This will be facilitated by the Executive and Governance Committee. The results provide the Board with valuable information that will contribute to the growth and improvement of the Board. As well, it allows the departing Governor to share their experience.

Monitoring

The Board will assess this policy on an annual basis.

Related Materials

Ministry of Colleges and Universities, “Protocol for Board Nominations and Appointments” - 2011
<https://www.tcu.gov.on.ca/pepg/documents/BoardAppointProtocol.pdf>