



Registered Nurses Association
of the Northwest Territories
and Nunavut

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Board Policy

Policy Description: Board Orientation and
Development

Policy Number: B2

Effective Date: April 25th, 2015

Signature: 

Review Date: April, 2018

New Policy _____

Revision: Partial X Complete _____

Applies To: RNANT/NU Board of Directors and Executive Director.

Purpose: This policy outlines important points for the orientation of Board Members which will acquaint the Board Members of the Registered Nurses Association of the Northwest Territories and Nunavut with their roles and responsibilities.

Policy:

There are three levels of orientation:

- (1) orientation to the organization
- (2) orientation to the Board
- (3) orientation to the individual role of the Board member

(1) Orientation to the Organization

Prior to the first board meeting, the Executive Director will ensure the new Board Member receives information relevant to the operation of the organization. Prior to the meeting, the new member is to review the information provided and identify any questions.

Orientation to the organization will cover the following:

- (a) an overview of the organization, including the mission statement, principles, values, history and services delivered by the organization;
- (b) structure and role of the RNANT/NU;
- (c) governing documents including the Nursing Profession Act, Bylaws, and Board Policies;
- (d) Instructions to access board information and a schedule of board meetings; and
- (e) Relevant contact information

(2) Orientation to the Board

This orientation will be organized by either the President or President-elect in conjunction with the Executive Director. The orientation should take place prior to the new member's first board meeting. Orientation will include the following:

- (a) the role of the Board as a governing unit;
- (b) the difference between governance and operation;
- (c) the importance of the board and its relationship to the membership;
- (d) a review of the Board operations and Board policies;
- (e) a review of Rules of Order;



- (f) an introduction to the Board calendar; and
- (g) the Board's relationship with other boards and organizations.

(3) Orientation to the individual role of a board member should be done by the President. In addition, all effort should be made to pair senior Board Members with new Board Members to facilitate learning. Discussion during this level of orientation should include the following:

- (a) specific responsibilities, expectations and benefits of being a Board Member;
- (b) level of authority and accountability of individual Board Members;
- (c) methods of reporting and communicating;
- (d) performance expectations for individual Board Members;
- (e) conflict of interest;
- (f) the difference between union, employer and association mandates.

Conditions and Exceptions: None

Authority and Accountability:

This policy is issued under the authority of the RNANT/NU Board of Directors and is governed by the Northwest Territories Nursing Profession Act (2004) s13 (1), Nunavut Nursing Act (2004) s2. The Board of Directors has the authority to revise the Policy as required.

History:

This policy replaces the policy entitled 1.1 Board Orientation/Development, issued May 1996 and revised April 2000 and April 2004.