

DIRECTOR ORIENTATION AND PROFESSIONAL DEVELOPMENT

1. INTRODUCTION

All new members of the Board of Directors of the Vancouver Island Health Authority (“the Authority”) will be provided with a comprehensive orientation program, which addresses the Authority’s mandate, the Board’s role and the Authority’s governance structure, and the nature and scope of its operations. The purpose of the orientation program is to help new Directors assume their responsibilities quickly, maximizing their potential contribution and the capacity of the Board as a whole. The Board aims to foster a culture that encourages new Directors to participate fully and effectively in board activities as soon as possible.

The Board is also committed to the continuing professional development of all Directors.

2. OVERALL OBJECTIVES OF ORIENTATION

As outlined in Tab 8 Terms of Reference for a Director, properly planned and executed, the orientation program should serve to ensure that each new Director is provided with a strong overview of the governance structure, the relationship with the Government and responsible Minister, the Authority’s mission, vision, values and current strategic planning documents, and an overview of the Authority’s operations and working environment. Details of the Orientation Plan are attached in Appendix A.

3. ORIENTATION TIME COMMITMENT AND DIRECTOR FEEDBACK

Given the broad scope of the Authority’s activities and operations, the orientation program will be completed as quickly as possible, but items such as site tours and meetings with senior staff may be phased over several months. New Directors will identify areas where they would like/require additional information following attendance at their first Board/Committee meetings.

The Chair of the Governance & Human Resources Committee will seek constructive input from new Directors regarding the content and delivery of the orientation program so that adjustments can be made, as required, to ensure a comprehensive orientation program is provided to new Board members.

4. PROFESSIONAL DEVELOPMENT OF DIRECTORS

In addition to the initial orientation program, the Board will provide on-going professional development to ensure that all Directors maintain or improve their skills, and that they continue to deepen their understanding of the Authority’s services, those it serves, and the environment in which it functions.

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Professional development will include education in the area of Director effectiveness, as well as continuing exposure to the various facets of the Authority's physical plant and operations.

Annually, each Director will meet one-to-one with the Board Chair to discuss their performance on the Board. This review will include:

- identification of education/training needs to enhance the Director's effectiveness on the Board and/or committees; and
- development of a personal professional development plan.

The Board Chair and the Chair of the Governance & Human Resources Committee will approve all individual Professional Development Plans.

On-going education may take place as part of Regular Board Meetings, Special Board Meetings/Retreats, or in separate educational sessions and will be organized in consultation with the Board Chair and the Chair of the Governance & Human Resources Committee.

Both the initial orientation plan and the continuing professional development program for Directors will be funded by the Authority as per the Directors' Compensation Policy. The Board Chair and/or the Chair of the Governance & Human Resources Committee are responsible for approving these expenditures.

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Appendix A

**VIHA ORIENTATION PLAN
FOR NEW BOARD MEMBERS**

Pre-Reading

Board Liaison

- Overview of National and Provincial Health Care Issues
- Governance Manual, including Strategic Plan
- Minutes of Previous Three Meetings – In-Camera and General

Overview of Board

Board Chair

- Provincial Organization of Health Authorities
- Role & Accountability of the Board
- Statutory Duties
- Organization for Governance
- Principles of Effective Governance
- Relationship of the Board to the CEO
- Board Evaluation Process
- Vision, Mission and Values
- Overview of Board Committees – terms of reference & key issues
- Determine Board Development needs/areas of interest

Overview of VIHA

President & CEO

- Facilities, Programs and Services
- Clinical and Administrative Structure, including Medical Staff Organization and Bylaws
- Plans and Priorities
- Financial Plan and Performance
- Performance Agreement & Indicators
- Review of Key Corporate Policies
- Accreditation
- Immediate issues and challenges
- Introduction to Executive staff members

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Overview of Board Administration

- Governance Manual
- Sharepoint Site
- Meeting Schedule
- Expense Claims
- Parking & Photo ID
- Contact Information
- Bylaws
- Security Guidelines
- Legislation
- Arrangements for Site Tours with senior staff

Board Liaison

Board Committee(s) As Assigned

- Review Terms of Reference
- Overview of responsibilities, processes and key issues
- Meeting with senior support staff

Appropriate Chair

Other

- New Directors will identify areas where they would like/require additional information following attendance at first Board/Committee meetings.

External Orientation

Provincial session on role of Health Authority Boards, characteristics of a high performance/high value Board