

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Board of Directors
Policy/Procedure**

Director Orientation/Training

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: June 10, 2013 (O)

DISTRIBUTION:

Policy

All board members will be supplied with the appropriate support materials and resources to perform their duties satisfactorily. Sufficient resources will be allocated for board development to ensure that board members are properly trained and supported to perform their duties as outlined in the bylaws.

Procedures

1. All new Board members will be given a board orientation.
2. All Board members will receive Orientation binders containing but not limited to:
 - a. Articles of Incorporation
 - b. Constitution and by-laws
 - c. Philosophy, mission, goals, guiding principles, Core Quality Standards
 - d. Insurance Policy
 - e. Glossary, literacy field abbreviations, definitions, acronyms
 - f. Legal duties, responsibilities, implications and liability of being a board member; code of ethics
 - g. Staff and board organizational charts
 - h. Job descriptions (Board, staff, volunteers)
 - i. Directory of staff and volunteers
 - j. Most recent audited Financial statements
 - k. Recent funding proposals/business plans
 - l. Sections to store board minutes and committee minutes
 - m. Annual meeting and annual reports
 - n. Planning documents with goals and objectives
 - o. Program statistics, summaries of clients served and other service achievements
 - p. Board calendar of regular activities and events
 - q. Volunteer Bill of Rights

The Orientation binder will be reviewed and updated annually.

3. The following documents will be available to Board members on site for review:
 - a. Succession Binder
 - b. Policy and Procedure Binder
 - c. MTCU Contractual Agreement
 - d. List of Signing Authorities
 - e. Capital Inventory Record
4. Board training and development will occur on an ongoing, as needed basis.