



2.02 Directors Orientation

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To outline the content and frequency of orientation training for Executive Officers and Directors.

Policy and Procedures

Newly elected Executive Officers and Directors, and those elected to a different position, will receive orientation training before the next meeting of members is held. Directors continuing in a position are expected to renew their orientation training every 4 years.

Orientation training of a minimum of 4 hours will include review of:

- SBOA Bylaws
- SBOA Policies and Procedures
- *The Non-profit Corporations Act, 1995*
- meeting procedures and the latest edition of Roberts Rules of Order
- roles of Directors, including expectations and limitations
- insurance and liabilities
- other similar topics recommended by the trainer and accepted by the President.

Preparation and/or delivery of orientation training may be volunteered by an SBOA Past President selected by the Board or by outside services contracted by the Association (see [9.07 Contractor Services](#)).

Application

All Directors including Executive Officers.