

## NEW BOARD MEMBER ORIENTATION

The Senior Administration Team and incumbent trustees shall assist each newly-elected board member in understanding the functions, policies, and procedures of the Board and of Pembina Trails School Division.

To that end, the Board may hold a workshop for new trustees designed to give new trustees essential insights into the operation and management of the school system. Opportunities to visit schools, departments, and programs may also be provided.

Orientation activities should provide opportunity for new board members to become familiar with:

- the Administration Office, its staff and the scope of the assigned duties and responsibilities;
- the expected protocols for trustees in dealing with staff and the public;
- the financial operation of the Division;
- governance procedures, statutes, regulations including the Board Policy Manual, Procedural By-Law and collective agreements;
- curriculum development initiatives and innovations;
- special services and programs available in the Division;
- opportunity to visit schools and meet staff; and
- opportunity for new trustees to meet with incumbent trustees to stimulate an exchange of ideas.

New trustees will be encouraged to attend meetings or seminars specially designed for new school trustees by the Manitoba Association of School Trustees. Expenses to attend these meetings will be reimbursed in accordance with Board policy.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
6/274/04			1 of 1