

Council Orientation and Development Policy

1. Purpose

The purpose of this policy is to encourage and support all new and re-elected Council members to actively pursue orientation and professional development activities during their tenure on the SALPN Council with the aim of enabling them to quickly become engaged in the work of the Council and commit to the SALPN's public-serving mandate, legislated responsibilities and Mission, Vision and Strategy.

2. Policy

2.1 Scope

This policy applies to:

- *All Council Members*

2.2 Council Development Philosophy

The Council recognizes that orientation to the Council for new Council Members and officers, and the ongoing education for all Council Members:

- *enhances competencies aligned with the Council Competency Matrix*
- *deepens understanding of the governance structure, policies and practices*
- *increases knowledge of and insight into the SALPN's legislated responsibilities, the public it serves, and the regulatory context*

The Council develops and delivers a comprehensive orientation program for new Council Members and officers that enables them to quickly become engaged in Council activities.

All new Council members are expected to participate in the orientation program and thereafter in educational and professional development activities. They shall receive a maximum allocation to be utilized over their term as part of the Council's compensation framework.

All Council Members are supported in their ongoing professional development to:

- *understand the public-serving role of SALPN*
- *learn about and understand SALPN legislated responsibilities*
- *improve their regulatory and board governance skills and effectiveness.*

2.3 Policy Guidance

New Council Member Orientation

The purpose of orientation is to support new Council Members and officers in assuming their responsibilities quickly, maximizing their potential contributions and the capacity of the Council as a whole. It is recommended that orientation be provided as soon as possible after Council Member elections. The Council Chair may assign new Council Members to a mentor from among fellow Council Members. New Council Members will be surveyed to obtain feedback on possible improvements/revisions to the orientation program.

The Council Member orientation program aims to:

- *ensure new Council Member's understand the public-serving role of the SALPN, and its governance structure*
- *understand the role of Council Committees and Statutory Committees*
- *understand the expectations set out in the Council and Council Member Terms of Reference*
- *help new Council Member(s) understand the difference between governance and operations.*

Council Orientation Program content may consist of the following topics:

- *The SALPN's Public-Serving Mandate and Legislated Responsibilities*
- *Mission, Vision and Values, and Strategic Plan*
- *Policy Development and Risk Management*
- *Organizational Oversight*
- *Governance Principles*
- *Participation Commitment Requirements*
- *Council Remuneration*
- *Council Professional Development*

2.4 Continuing Education and Professional Development

Once Council Member orientation requirements have been met, the Council encourages Council Members to continue to develop their skills by attending formal and informal education opportunities. These sessions are generally aimed at enhancing the Council's required competencies.

Council Members are eligible for professional development funding through the SALPN's organizational development budget and the Council Member's Individual Professional Development fund.

2.4.1 SALPN Organizational Development Budget

Education offered by the SALPN to the entire Council is referred to as Council education. Council education is offered to develop the skill and competence of the Council as a whole. This education may be deemed mandatory by the Council Chair. Direct costs will be funded by the SALPN's Organizational Development Budget. Allowable travel expenses and per diems will be funded by the Council.

Council Members may seek out other education opportunities directly related to the Council's legislated and governance responsibilities. With the Chair's approval, and in consultation with the Executive Director, the enrollment costs may be funded by the SALPN's Organizational Development Budget. Allowable travel expenses and per diems should be claimed from and funded by the Council Member's Individual Professional Development Budget.

Council Members Individual Professional Development Budget

Council Members are allotted funds for professional development that can be accessed over the course of their term through an Individual Professional Development Budget. The amount is determined by the Finance Committee and approved by the Council through the budgeting process, which is reviewed annually. Adjustments to the allocation are made pro rata for absences and extensions to Council terms.

The Council Member's Individual Professional Development Budget will fund the enrollment cost, travel, and per diem expenses of educational opportunities indirectly related to the Council's role, or those intended to develop the Council Member personally.

Council Chair and Vice-Chair

The Council Chair and Vice-Chair will be allocated funds annually through the budgeting process for role-specific education and training funded by the SALPN's Organizational Development Budget. This includes enrollment costs and travel expenses.

3. Roles and Responsibilities

3.1 Council Members

- Assess their own professional development needs, as related to the Council's legislated and governance responsibilities.
- Seek the Council Chair's approval of their Individual Professional Development requests.
- Assess the effectiveness of the professional development activities that they, as an individual, or the Council have undertaken.
- Council Members that attend an educational event are to share the highlights of their education and how it can apply to the SALPN, protection of the public, and governing practices.

3.2 Council

- Identifies the professional development needs of the Council as a whole.
- Approves current allocation for Council Members' Individual Professional Development Budgets through the budgeting process.
- Approves the SALPN's Organizational Development Budget.
- Approves the Council Orientation and Professional Development Policy.
- Participates in the annual Council orientation program. If not attending, Members must review the information provided.

3.3 Council Chair

- *Plays a vital role in delivering the Council Orientation program.*
- *Monitors the completion of the annual Council Orientation and Professional Development Program.*
- *Approves Individual Professional Development requests and associated costs.*
- *Obtains approval from the Vice-Chair and collaborates with the Executive Director regarding the Chair's individual development requests.*

3.4 Vice-Chair

- *Involved in the development and implementation of the Council Orientation program.*

3.5 Executive Director

- *Identifies the annual budget for Council orientation and professional development.*
- *Plans and implements proposed board activities based on Council approval.*
- *Reviews and approves expense claims related to individual Council Member's professional development, in conjunction with the Chair.*
- *Maintains records of Council Members' Individual Professional Development Budgets*

4. Related Policies

This policy should be read in conjunction with:

- *Council Travel and Expenses Policy*
- *Council Member Remuneration and Attendance Policy*
- *Council Evaluation Policy*
- *Terms of Reference – Council; Council Members; Officers*