



POLICY OF THE CANADIAN SUPERIOR COURTS JUDGES ASSOCIATION

POLICY NAME AND NUMBER	ORIENTATION
RESPONSIBLE COMMITTEE(S)	GOVERNANCE COMMITTEE
EFFECTIVE DATE	APRIL 30, 2022
REVISED DATE	

1. Purpose

To welcome New Board Members to the CSCJA and to ensure that they are in a position to fulfill their responsibilities and duties as soon as possible after they join.

To give New Board Members the information and support they need to understand the CSCJA and its operations.

2. Who is responsible for implementing this policy?

Executive Director

President

Mentor

3. Definitions

3.1. Meetings

The term “meeting” is used flexibly in this policy. A meeting could take place in person, over a cup of coffee or a lunch, by phone, or by videoconferencing.

4. Policy

4.1. *At the time of appointment*

President

- Will select a current Board Member to be a Mentor for the New Member and will advise the Mentor.
- Will have an introductory meeting with the New Board Member to welcome them to the CSCJA and advise them of their Mentor.

Executive Director

- Will meet with the new Board Member for an Orientation Session.
- The Orientation Session should include:
 - Review of the CSCJA's objects and values
 - Overview of Board and meeting structure and schedule
 - Introduction to the Board Manual and other CSCJA resources
 - Review the duties and job description for Board Members

4.2. Within the first 3 months of appointment

Mentor

- Will have a meeting with the New Board Member to make introductions and answer any questions.
- Not all information can be readily found in policies and by-laws. A Mentor can be a collegial and friendly face for a New Board Member to ask questions of or to get information from. Mentors should consider what they wished they knew earlier on in their Board experience.

4.3. Within the first year of appointment

Mentor

- Will be available to the New Board Member as a point-of-contact should the New Board Member wish to discuss anything further in the first year of appointment.
- Further meetings are left to the discretion of the Mentor and the new Board Member.