

Reh-Fit Centre Reh-Fit New Board Member Training Plan

A comprehensive training plan for new Board members is essential to achieve the most value from new members of the Board.

Board Member Role & Other Board Roles

- Review of job descriptions for:
 - Board member
 - Chair
 - Vice-Chair
 - Past Chair
 - Secretary
 - Treasurer
 - Committee Chair
- Review of Terms of Reference for:
 - Executive Committee
 - Finance Committee
 - Audit Committee
 - Governance Committee
 - Nominating Committee
- Review Board by-laws and policies
- Review who the other Board Members are with some background information on each of them (perhaps each Board member should have a stock bio?)
- Review Board Committee members with some background information on non-Board member participants
- Expectations with regard to interaction with Reh-Fit staff and members
- Expectations with regard to upkeep of the facility
- Relationship with Foundation
- Legal responsibility
- Insurance coverage for Board members
- Confidentiality & Conflict of Interest

Board Proceedings:

- Review Board calendar
- Review Board meeting operating process (i.e. motions, voting, etc.)
- Review sample Board meeting agenda
- Review calendar of key events
- Review Board member expectations for attendance at key events

Strategy

- Review vision, mission, values
- Review strategic plan
- Review strategic planning process
- Review of organization key performance indicators (KPIs)
- Review key strategic challenges
- Review key strategic opportunities
- Review key risks and mitigation strategies

Financials

- Review current financials
- Further explanation of specific items that require explanation to fully understand (i.e. monies moving back and forth between the Foundation) or how to read the Reh-Fit financial statements 101
- Expectations of Board member in fundraising activities
- Specific expectations regarding Board members personal contribution to fundraising

Organization

- Review of the Reh-Fit organizational structure
- General overview of key roles and responsibilities of various departments

Facility

- Comprehensive tour of the facility
- Overview of the various programs offered

Document History

Revised: Reviewed at April 12, 2010 Board Meeting

Approved:

Next Review Date: