

Sudden Valley Community Association

Policy: Board Orientation Policy
Policy #: 2024.04
Date: September 26, 2024

Purpose: Each Director shall be informed about Association history, policies, documents and procedures.

Policy: Following the AGM in November, the Board shall participate in an orientation. At the orientation there shall be:

- A Legal Presentation (provided by SVCA Attorney)
- Review the contents of the Board Members Manual
- Review all Board policies
- Review the duties of the Executive Officers and GM
- Review the Association's financial position and statements (by Director of Finance)
- An Insurance Presentation (presentation by SVCA agent)
- A Parliamentary Presentation (by SVCA Parliamentarian)
- Sign the Board Member Code of Conduct and submit it to the Board Secretary to be filed at Administration.
- Directors will be requested to undertake a tour of Sudden Valley to familiarize the directors with Sudden Valley facilities.

Responsible Position: The Board Secretary shall coordinate with the Executive Committee and General Manager to schedule the timely completion of this orientation requirement.

History: Rescinded _____

Superseded/Replaced Policy # 2010.08