

# NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION

## POLICY REGARDING BOARD PROCEDURES

Policy Number: B002

### Policy Statement

The Board of Directors is responsible to the members of the Association to ensure the development and management of timely and well-informed policy.

### I. ORIENTATION

1. At the Annual Meeting each year, Board members shall receive a copy of the Association's Constitution and Code of Conduct and policy manual.
2. Every new Board member shall participate in an on-boarding orientation with the Executive Director within one month of obtaining a seat on the Board.

### II. PORTFOLIO PROCESS

1. At the first meeting of the Board following the Annual General Meeting, each Board member will take responsibility for at least one issue or policy resolution that has been approved by the membership.
2. As new issues arise throughout the year, that topic/concern will be assigned to a Board member's portfolio of responsibility.
3. Board members are required to remain informed regarding their portfolio issue(s) and to keep the President, Executive Director and/or Board informed of any relevant information that may require action.
4. Portfolio Reports will be included as an item on the agenda of every Board meeting as an opportunity for updates on the topic.
5. The Executive Director will work with the Board member in developing information or action regarding that portfolio.