



BOARD OF GOVERNORS & GOVERNANCE

1.G-2021 Board Onboarding Policy

Purpose and Scope:

The purpose of this policy is to ensure that new Governors to the Board of Governors of St. Mary's University are in a position to fulfill their governance responsibilities and Governor's duties as soon as possible after they are elected to the Board.

1. Roles and Responsibility

- 1.1 Onboarding of new Governors to the Board of Governors is the responsibility of the Senior Executive (Board Chair, Board Vice-Chair, President, and Chancellor).

2. Onboarding

- 2.1 Governor onboarding will take place as soon as reasonably possible after the Governor(s) is elected and will be initiated by the Senior Executive through the Board Secretary.
- 2.2 For the purposes of providing assistance, information, and coaching on a one-to-one basis outside of regular Board meetings, the Board Chair or designate will serve as a mentor to new Governors.
- 2.3 New Governors will be contacted by the Board Chair to welcome them to the Board, to answer any questions they may have, to inform them they will be receiving onboarding documentation, and to inform them they will attend an onboarding meeting with the Senior Executive and other new Governors.
- 2.4 In advance of the onboarding session, new Governors will be provided with copies of the following documentation immediately after their appointment, by the Board Secretary.
- a) Bylaws
 - b) Confidentiality Policy and Conflict of Interest Statement
 - c) Board Structure
 - d) Governor contact information, roles and terms
 - e) Board Committee list
 - f) Terms of Reference for Board Committees
 - g) Sample of Board meeting package
 - h) Strategic Plan

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Board of Governors	Governance & Nominating Committee	April 13, 2021		Every 5 years

- i) Academic Plan
- j) Report to Community Report
- k) Campus Planning Document, if available
- l) Governance Policies

2.5 The agenda of the onboarding session will include all items listed in 2.4.

3. Onboarding Session

Governors have a duty to be knowledgeable about the affairs of St. Mary's University, about the Board's governance processes and about their rights, duties and obligations as Governors. The onboarding session will help new Governors to maximize their contribution in the best interests of the university.

4. Amendment, Modification or Variation

This Policy may be amended, varied or modified after consultation and approval by the Board.