ADRIA Board of Directors Orientation 2015

Saturday, June 6, 2015, 8:00 – 11:30 am

(Regular Board meeting is on Sat, June 6, 2015 from 12-4 pm)

Location: Self Connection Books, #125, 4611 Bowness RD NW, Calgary (403-284-1486)

1. **Pre-Orientation Tasks for Directors:**

   - Read ADRIA bylaws (BoardSuite)
   - Read ADRIA policy manual (BoardSuite)
   - ADRIA Board Calendar (BoardSuite)
   - Complete the on-line workshops on Governance and Effective Meetings, both found at http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/hst13487 (the materials in PDF can be downloaded from this site)

   - If more information is desired on Roles & Responsibilities, complete following on-line course from the Alberta Culture Board Development Program: http://culture.alberta.ca/community/programs-and-services/board-development/resources/roles-and-responsibilities-course/index.html

   - If more information is desired on a host of other governance topics, see the Bulletins in the Alberta Culture Board Development Program http://www.culture.alberta.ca/bdp/bulletins.aspx

2. **Agenda for Saturday June 6, 2015, 8:00 am – 12 pm**

   8:00 am History of ADRIA/AAMS – Past President Wendy Hassen

   8:15 am ADRIC/ADRIA history + relationship – Chuck Smith

   8:30 am How do we govern – stabilizing our practices - Governance Committee Chair
   - Types of Non-Profit Boards
   - We are driven by our Vision and Mission (our Ends)
   - What are Ends and where do we find the ends?
   - Effect of bylaws and policy

- Evaluation – who does it and when?
- Use of committees – what committees are Board committees? Review list of Committees. What committees must a Director chair?
- The role of the Governance Committee as a resource for the board.
- Expectation of Committee work (What's your passion?)
- How we run our meetings.
    - Board Meetings (frequency, costs, e-meetings)
    - Email meetings
    - Conference calls
- In Camera Sessions **-** In each board meeting, the board will have the opportunity to discuss privately concerns without the Executive Director and staff present. Available on BoardSuite: *Executive Sessions: How to use them regularly and wisely.*

9:10 am The Year Ahead – President Stan Galbraith and Executive Director Paul Conway

- Themes for this year. The President's priorities for the upcoming year and any particular protocols she will follow. Also, your passion for ADRIA.
- The Executive Director's goals for the year ahead and your passion for ADRIA.

9:25 am Director and Officer roles and responsibilities and Board and Executive Director Relationship – Executive Director Paul Conway

- who does what & who is accountable for what
- Board assignments - committees and/or roles
- what are the contact points (organizational chart and policy)
- Executive Director reports to the Board
- what other reports do we want/need:
    - financial reports
    - Key non-financial metrics we monitor
    - why dashboard metrics matter
- building the team.

9:45 am ADRIA's Business - Board View – Governance Committee Chair

- Strategic Plan (vision, mission, values, goals)
    - How the strategic plan evolves
- Operational Plan
    - How the operational plan changes
- Fiscal & Budgetary planning

10:00 am ADRIA's Business/Operational View – Executive Director Paul Conway

- ADRIA services
- Current members and issues
  - How we determine the members' issues

10:15 am Current major projects – Wendy Hassen

- Task Force
- Policy Rewrite by the Governance Committee (ongoing)
- Present and finish populating the Board calendar

11:00 pm Adjourn

11:30 pm Lunch

See: Policy Manual: 15. New Director/Board Orientation and Evaluation