ADRIA Board of Directors Orientation 2016

Saturday, June 4, 2016 (See Board Agenda)

Location: Concordia University, 7128 Ada Blvd (corner 112 Ave and 73 Street), Edmonton

1. **Pre-Orientation Tasks for Directors:**
   - Vision & Mission (ADRIA website Home>Vision & Mission)
   - Read ADRIA Bylaws (ADRIA website)
   - Read ADRIA Board Policies (ADRIA website)
   - ADRIA Board Calendar (ADRIA website)
   - Strategic Plan Jan 2016 (ADRIA website)
   - ADRIA Strategies (ADRIA website Members>Board Blog)

   Other Pre-Orientation materials (optional):
   - 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. **Orientation Agenda for Saturday June 4, 2016**

   8:15 am History of ADRIA/AAMS – Past President Stan Galbraith

   8:30 am ADRIC/ADRIA history, relationship and committees – Wendy Hassen

   8:45 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 ADRIA website: *Executive Sessions: How to use them regularly and wisely*

9:30 am The Year Ahead – President and Executive Director

- 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 passion for ADRIA.

9:45 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

10:05 am Coffee break

10:15 am ADRIA's Strategic Business - Board View – Governance Committee Chair

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

10:30 am ADRIA's Business/Operational View – Executive Director Paul Conway

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

10:45 am Current major projects – Stan Galbraith

- White Paper Task Force
- Policy Rewrite by the Governance Committee, largely complete
- ADRIC Memorandum of Understanding Task Force

11:30 pm Lunch