

Manual	GOVERNANCE POLICY		POLICY
Section 5.0	Board Effectiveness –Governance Process		
Title	BOARD DEVELOPMENT AND EDUCATION		
Issuing Body/ Prepared By	Governance and Nominating Committee		
Approved by	Board of Directors		Number: GOV 5.90
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Controlled document. Any documents appearing in paper form must be used for reference purposes only. The on-line copy on the file server above must be considered the current documentation.			

Purpose

As part of its responsibility for ensuring board effectiveness, the Board of Bluewater Health recognizes that the continuing education and development is an important requirement of effective governance and that it is essential that Directors and Non-Director Committee Members (NDCMs) be fully informed with respect to the background and context of the issues they are called upon to address. This policy sets out processes to support the Board in fulfilling this responsibility.

Policy

An ongoing Board education program will be established each year that is consistent with the Board’s goals and work plan for that year. It is expected that each Director (including the *ex officio* Directors) and each NDCM will participate in this education program.

Orientation

In accordance with Board Orientation policy (GOV-5.80), orientation for new Directors and NDCMs will take place in a timely manner as soon as practical after the Annual General Meeting. Participation in orientation programs is encouraged for all Directors and NDCMs and is mandatory for new Directors and NDCMs.

Board Website

Directors and NDCMs will be provided with access to the Board website which has a variety of information to support them in fulfilling their roles effectively. Directors and NDCMs are encouraged to make maximum use of the website and to provide feedback to management on updates and improvements that may be desirable.

BOARD DEVELOPMENT AND EDUCATION	Number: GOV 5.90
	Page 2 of 3

Presentations at Board Meetings

The Governance & Nominating Committee in consultation with the CEO will develop an annual program of information/education presentations which may be included as part of the Board's regular meetings or presented at scheduled times as the Board may direct.

Ontario Hospital Association (OHA) Education Sessions & Programs

Directors and NDCMs are encouraged to participate in educational programs offered by the OHA's Governance Centre of Excellence and other similar organizations where relevant and practical. OHA program brochures and information will be provided to Directors and NDCMs and they will be asked to consider attending those programs that are most pertinent to their individual development needs.

Specifically, new Directors are expected to complete the OHA's Essentials Certificate in Hospital Governance within their first year on the Board and Directors who will be seeking a second term are expected to complete the OHA's Advanced Certificate in Hospital Governance by the end of their first term.

a. Approval Process

Requests to attend a conference should be forwarded to the Senior Executive Assistant for the approval of the Chair. In determining whether to grant such approval, the Chair shall consider:

- The individual's development needs;
- The position served by the individual on the Board or its Committees;
- The cost of the program in relation to the budget provided for that purpose;
- The importance of ensuring reasonable equity in educational opportunities among the individual Directors and NDCMs.

b. Expenses

Reasonable expenses incurred attending and participating in approved educational events will be reimbursed in accordance with Director Reimbursement policy (GOV-5.105)

Education Needs Assessment & Monitoring

The Governance & Nominating Committee is responsible for Board development, effectiveness and evaluation. Directors and NDCMs will be encouraged to share their development needs and achievements on the Board, Individual Director, NDCM or Committee evaluations, as appropriate.

A request for an education session on a particular topic may be brought forward to the chair or the administrative lead of the Governance & Nominating Committee. Reasonable efforts will be made to accommodate such requests.

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Monitoring:

- Method and Frequency:
- 1) Review of the policy (every three years)
 - 2) Review of Board, Individual Director and NDCM development needs and achievements (as a component of a Board, Individual Director, NDCM and Committee evaluations) (annually)