

Board of Health Manual Public Health Sudbury & Districts Procedure

Category

Board of Health Administration

Section

Orientation

Subject

Orientation of Board Members

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I-III-10

Approved By

Board of Health

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Process

1. When Board members are appointed, they are given access to the Board of Health Policy and Procedure Manual that provides information necessary to their orientation. Board members will be provided a timely and comprehensive orientation program covering all pertinent aspects required to function within their governance role.
2. A “year-in review” regarding program and services activities and an orientation overview will be provided on an annual basis to the Board of Health at a regular Board of Health meeting.
3. Board members are encouraged to review the Association of Local Public Health Agency (ALPHA)’s Orientation Manual for Boards of Health:
https://www.alphaweb.org/page/BOH_Shared_Resources
4. Meetings with key agency personnel may be arranged upon request to the Secretary:

- a) with the Chair to discuss roles and responsibilities of Board members;
 - b) with the Secretary to the Board for review of committee procedures and administrative arrangements;
 - c) with the Medical Officer of Health/Chief Executive Officer and senior staff for a general orientation to programs.
5. An orientation will be offered to newly appointed Board Chairs regarding their roles and responsibilities.