



## Landscape of Grand Pré Inc. – Le Paysage de Grand-Pré inc. Orientation for standing committee members

### 1. Introduction

Landscape of Grand Pré Inc. will provide basic orientation to new standing committee members once a Board resolution has confirmed their appointment to a standing committee. As a result of their orientation new committee members should:

- a) Understand their roles, responsibilities and time commitment to committee work;
- b) Become familiar with their specific committee terms of references and digital orientation package which will be provided by the Executive Director (ED);
- c) Be aware of the current goals, opportunities and challenges facing the organization.

### 2. Responsibility for the orientation of new committee standing members

The Chair of the standing committee and the ED will oversee the orientation of new standing committee members.

The Chair of the standing committee and the ED will set up a meeting with the new standing committee members to discuss the terms of reference for the committee and to provide orientation regarding the current committee work plan.

### 3. Information package for new standing committee members

New standing committee members will be provided with access to a digital orientation package which will include:

- Standing committee terms of reference
- Role description of standing committee members
- Strategic Plan
- Incorporation by-laws
- Code of conduct
- Communication policy
- Financial management and procurement policy

- Travel and expense claim policy and procedures
- Volunteer policy

Approved by the Board: September 8, 2022

Resolution No.: Resolution 22BOD.Sep.08.010