Owl
Child Care
Services of Ontario

Board of Directors Orientation

Tuesday, April 23, 2019
6:15 pm – 9:00 pm

John Sweeney CES
185 Activa Avenue, Kitchener

Park in the child care lot at the left end of the school. Enter via the child care centre; go straight through into the school. The library entrance will be down the hall on the left

A G E N D A

Agenda Item	Time	Who
1. Welcome	**6:15 pm**	Jen/Lori
2. Introductions, informal conversation, and working dinner • Board Photos	30 min	All

• Membership
  • What is the criteria of membership?
  • How many members do we have?
  • Why we encourage membership?
	6:45 pm
	5 min
		Jen

3. Understanding your role as a Director and that of the Board.
  • Role of the Board
  • Understanding Legal Duties
  • Governance Model
  • Board-ED Relations
  • Building a Foundation of Trust
  • Meeting Procedures
  – Parliamentary procedure: conflict of interest, discussion first, motion (Mover, seconder),
• Ambassadorship
	6:50 pm
	30 min
		Jen/Kathryn

4. Role of committees
  • Finance & Audit
  • Governance
  • Government Relations
  • Nominating committee
	7:20 pm
	10 min
		Kathryn

5. Mentoring Program • Expectations • Benefits to directors and to Owl • Triad leads	**7:30 pm** 5 min	Teresa, Amanda

5.2. Mentoring Triad Discussion
  • Create a mentoring contract for your triad.
  • Create a plan for connecting during the year
	20 min	

6. Resources 6.1. BaseCamp (+ demonstrate) 6.2. Orientation Handbook 6.3. The Imperfect Board Member 6.4. Effective Committee meetings, etc. 6.5. CSAE BoardReady Card deck	**7:55 pm** 15 min	Lori
7. Recent and Current Board Discussions	**8:10 pm**	
7.1. Strategic Plan (background, current progress, next steps) • Expansion (YDP, new centres)	5 min	Lori
7.2. Risk Management Framework	5 min	Kathryn

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7.3. Current financial position • Budget Process	3 min	Doug
7.4. Insurance Renewal 2018-19	2 min	Lori
8. Questions & Discussion	**8:25 pm**	All
9. Move to Official Board Meeting	**8:30 pm**	Jen
9.1. Call to Order • Declaration of Conflicts of Interest 9.2. Outgoing Chair's Comments 9.3. Appointment of Officers 9.4. Incoming Chair's Comments 9.5. Appointment of Committee Chairs 9.6. Appointment of Past Chair 9.7.	30 min	Jen Jen Jen Kathryn Kathryn Kathryn
10. Adjournment • Next meeting: Tues., May 7, 2018 at 6:30 pm at a St. Brigid CES, 50 Broom St, Ayr	**9:00 pm**	Kathryn

Notes