

# **Board Transition Policy**

**Approved 02/2016, Updated 17/07/2017**

## **1 EDUCATION**

1.1 In order for new board members to be well prepared, Board Members must familiarize themselves with the work of the organization.

1.2 By May 15 of each year, each board member shall:

- Read the constitution, by-laws and policies of South House
- Review the South House budget
- Read the latest board transition document
- Sign confidentiality agreement

1.3 By the end of May each year, the board shall:

- Choose committees and roles

## **2 TRAINING**

The Board must organize and attend the following training:

- Board Procedures, including South House's history, building institutional memory, consensus, committee responsibilities, meeting frequency, internal communication, form for meeting minutes, etc. This should be given by returning or former board members in conjunction with South House staff.
- Anti Oppression Training to be given by an external facilitator.
- Human Resources, including the Board's responsibilities as an employer, communicating with staff, the staff relations officer, how to deal with deliverables, time sheets, etc. This session should be given by a staff member of the Dalhousie Student Union or an external facilitator.

## **3 DOCUMENTS**

The Board must complete the following tasks before the end of their term:

- Print copies of all meeting minutes and policies and file at the South House
- Write board transition report and disseminate to incoming board members
- Write board report and committee reports and file at the South House