Powell River Action Centre Society

Board Orientation

Policy – 2024

Policy Name – Board Orientation

Policy Intent – To confirm that the PRAC Foods Bank has a process in place for new board members to ensure they are aware of the responsibilities and procedures in place that govern the organization.

Policy:

The PRAC Food Bank will provide each new board member with a new member welcome package that includes at the minimum:

- A list of names and contact information for the whole board and organization Manager.
- A set of minutes from the meetings of the prior year.
- The constitution and bylaws of the Society.
- The board governance and legal status statement.
- A summary of the legal responsibilities and fiduciary duties.
- A copy of the previous year financial statements.
- A list of upcoming Society annual financial obligations.
- An organizational structure chart.
- The board policy of roles, responsibilities, term limits and committees.
- A hard copy of the confidentiality and code of conduct policies.
- A confidentiality form for signature and a code of conduct form for signature.
- A list of annual fundraising events requiring volunteers.
- Any additional information that is pertinent to a board member performing their role for the organization.