



OTP-2: NEW COUNCIL ORIENTATION

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICIES</i>		
<i>POLICY TITLE: NEW COUNCIL ORIENTATION</i>		
<i>POLICY REFERENCE NUMBER: OTP-2</i>		
<i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i>		
<i>Position</i>	<i>Signature</i>	<i>Date</i>
<i>President</i>		

Policy

2.1 At the beginning of each annual elected Council term, an orientation of Councillors shall be organised for all new and re-elected Councillors. The orientation shall cover all aspects of the Society, including but not limited to:

- (a) finance and operations,*
- (b) Society governance, including:
 - i. Hierarchy of governing documents (Societies Act, By-Laws, Policies, SOPs)*
 - ii. Robert's Rules of Order**
- (c) legal responsibilities of Councillors,*
- (d) student-centered advocacy ,*
- (e) services, including clubs, student unions, and constituency groups,*
- (f) events and marketing, and*
- (g) justice, equity, diversity, and inclusion.*

2.2 Throughout Council term, Council shall schedule mandatory and continuous training, and development sessions in subjects such as:

- (a) marketing,
- (b) business development,
- (c) finance/accounting,
- (d) non-profit management,
- (e) social enterprise management,
- (f) strategic planning,
- (g) sexual violence prevention and disclosure support training,
- (h) any other relevant topics that will build the capacity of Councillors and contribute to the overall well-being of the Society.

2.3 Throughout every Council Term, Council shall schedule a minimum of two (2) workshops in intersectional areas including but not limited to: non-violent communication, decolonization, anti-racism and allyship, gender equity, power and privilege, inclusive workplace practices and accessibility.

Procedures

2.4 The Board Organizer will work with the incoming President to coordinate Council Orientation for all new Non-Executive Councillors and Executive Officers. The outgoing President must provide advice and support during this transition.

- (a) The Incoming President may organize and work with Staff to ensure this process does not break down and Council Orientation occurs in a timely manner.

2.5 The Board Organizer will, with direction from the VP Internal and Organizational Development, as per Bylaw 7(II)(e), coordinate development sessions for Council throughout the term.

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2.6 *The Operations Organizer will ensure the incoming Council has the appropriate support from the Society operations and is aware of the various departments of the Society.*

2.7 *Prior to Council Orientation, incoming Councillors should shadow the Outgoing Councillor in their position.*

Orientation

2.8 *The Board Organizer will:*

- (a) ensure that each new Councillor completes all required forms,*
- (b) ensure that presentations take place during orientation, with direction from the incoming President, on the history of the student movement and the SFSS, Councillor liability and insurance, HR training, SFSS budget overview, and training on budgeting and financial statements,*
- (c) assist in setting up logistics for Council retreat by working with the outgoing Council to approve funding for team building and annual planning.*

2.9 *The Operations Organizer will:*

- (a) submit to IT Services all required forms and information for email and PC setup,
 - (i) resetting the passwords of Councillor emails**
- (b) review the New Councillor Health & Safety Checklist with the new Councillor,*
- (c) arrange for business cards if required.*

2.10 *The Policy, Research, and Community Affairs Coordinator will:*

- (a) ensure new Councillors are trained on the “SFSS Privacy and Information Management Policies”, and ensure they provide their signature to acknowledge that they have read the policy.*

2.11 *The Policy, Research, and Community Affairs Coordinator will ensure that Council is provided with the following in electronic format:*

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- (a) SFSS Constitution,
- (b) SFSS Bylaws,
- (c) SFSS Council Policies,
- (d) SFSS Administrative Policies
- (e) SFSS Strategic Plan,
- (f) Societies Act, University Act and other relevant legislation, and
- (g) Robert's Rules of Order.

2.12 The Building Manager will conduct an orientation to the building, including:

- (a) a site tour,
- (b) information on the location and proper use of:
 - (i) first aid kits,
 - (ii) phone and voicemail systems,
 - (iii) fire extinguishers, and
 - (iv) photocopiers.
- (c) ensuring that each new Councillor signs out keys and/or entry codes they require,

2.13 An evaluation of their orientation will be made available to all new Councillors following their orientation.

2.14 Upon assuming office, a Council resource manual shall be issued to all Councillors so that they understand their role and responsibilities, how the Society is governed, and what resources they can access.

2.15 During the first four (4) months of Council term, Councillors shall attend a workshop on anti-oppressive organizing, and consent training. When possible, these workshops should occur during Council orientation.

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2.16 Council Orientation Planning is expected to be concluded by April 3 of each calendar year. The Board Organizer is responsible for sending out the invitations for Orientation by no later than three (3) weeks prior to the first Orientation session date.