

## ORIENTATION FOR AAC BOARD OF DIRECTORS

<b>Policy Number:</b> BD-5	<b>Approved:</b> June 22, 2012 <b>Updated:</b> November 23, 2013 <b>Revised:</b> May 29, 2020	<b>Scheduled Review:</b> June of each fiscal year
----------------------------	---	---

### Introduction

Alberta Assessment Consortium provides service to the education community by

- advocating for sound classroom assessment practices by engaging in collaborative endeavors with AAC member jurisdictions and education partners;
- contributing to the building of assessment literacy in Alberta through action research and inquiry initiatives;
- developing a broad range of classroom assessment materials, directly aligned to Alberta curriculum, that address both formative and summative processes; and
- enhancing teacher/leader assessment capacity by providing opportunities for quality professional learning.

The AAC Board of Directors provides the governance structure to allow AAC to fulfil its vision, mission and mandate in service to its members. The effective operation of the Board of Directors relies on all of its members having a clear understanding of their roles and responsibilities.

### Purpose

This policy seeks to ensure that new members of the AAC Board of Directors are provided with the information and training necessary to enable them to contribute effectively to the operation of the AAC Board of Directors from the time of their election.

### Policy

New members of the AAC Board of Directors will be provided with all the information and training necessary to enable them to contribute effectively to the operations of the Board of Directors in service to the organization.

### Procedures

#### Initial Contact

- New Board of Directors members will be introduced and welcomed at the first meeting of the Board of Directors following the elections at the AGM.
- A link to the online AAC Policy Manual, and a copy of minutes and other related documents from meetings held to date during the current fiscal year will be provided to new members of the Board of Directors as soon as possible following the AGM.

- The Chair will arrange a mutually convenient time to meet with the new member(s) in person or via technology to provide an overview of the work of the Board of Directors and respond to questions.

**Orientation Meeting**

- The November/December meeting of the AAC Board of Directors will include a specific segment devoted to orientation for new members of the AAC Board of Directors.
- Currently serving members of the Board of Directors will also be in attendance.
- The Chair will determine the agenda for the orientation in conjunction with the Executive Director.

**Responsibilities**

It shall be the responsibility of the Chair of the Board of Directors to

- meet with the new members of the Board of Directors shortly after the elections at the AGM to provide an initial overview to the work of the Board of Directors; and
- work with the Executive Director to plan the agenda for the orientation.

It shall be the responsibility of the members of the Board of Directors to

- welcome new members of the Board of Directors to their role; and
- orient new members of the Board of Directors to the work of any Board subcommittee on which the new members will serve.

It shall be the responsibility of the Executive Director to

- send a link to the online AAC Policy Manual, and a copy of current fiscal year minutes and meeting documents to new members of the Board of Directors as soon as possible following the AGM;
- update website and email listings; and
- work with the Chair to prepare orientation materials for the November/December meeting.

**Related Documents**

- *AAC Bylaws* (current)
- *AAC Policy Manual*

**Authorization**

[original signed]  
Signature of Chairperson

Amber Darroch  
Name of Chairperson

May 29, 2020  
Date