

# Director Education Policy



## PURPOSE

The purpose of this policy is to have a strong board by providing PWRDF directors ongoing learning opportunities to enhance their skills to be effective directors.

## POLICY

The Nominating and Governance Committees will support the Board in

- providing orientation to PWRDF, the board, and director responsibilities
- assigning an experienced director as a mentor for each new director
- offering educational opportunities related to director responsibilities, policies, and partner organizations, at least annually
- wherever possible, assigning directors to committees that reflect their existing skills, interests, and experience
- allocating funds for directors to further their skills through partner visits and relevant external learning opportunities

## AMENDMENT

This policy may be amended by the PWRDF Board.

**Adoption Date:** November 2012

**Review Date:** November 2023

**Amendment Date:** May 2023

## **Appendix 1: Director Education Procedure**

1. Comprehensive mandatory orientation will be provided to all new directors as noted in the policy. This is the responsibility of the Nominating Committee and will normally take place prior to the spring meeting of the board after the election of the new director.
2. All directors are welcome and encouraged to attend the annual orientation.
3. Each new board director will be provided with an experienced mentor.
4. At each meeting of the board reports will be presented by the Executive Director and designates to educate it on current work.
5. The board representative to the Canadian Foodgrains Bank will present a report to the board at least annually.
6. There will be an educational opportunity on a topic related to board responsibilities at least once per year.
7. Partners will be present at one meeting annually for mutual education.
8. There will be a cycle of education sessions covering topics identified by committees, individuals, and through the meeting evaluation process, some of which will be scheduled to coincide with the National Gathering.
9. Individual directors or staff may identify relevant external learning opportunities or webinars for directors and directors may apply to attend such events.
10. If the opportunity arises directors are encouraged to participate in a partner visit at least once during their time on the board and will be expected to report to the appropriate committee/board on what they learned.
11. Annually a sum will be budgeted to allow directors to participate in external workshops and training opportunities available in their area and to participate in partner visits should the opportunity arise.
  - a) Directors may apply to attend one external opportunity per three-year term with transportation, accommodation and conference fee paid by the Directors Education Fund to a maximum of \$1,500.
  - b) Approval for expenses should be requested in advance using the Director Education Fund Application form.
  - c) Approval for funding will not be granted retroactively.
  - d) Directors participating in a partner visit for learning will be responsible for the cost of passport, inoculations, insurance, and visa and commitment fee.

**Adoption Date:** May 2016

**Review Date:** November 2023

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