



<b>Policy Title</b>	Family and Community Services Advisory Board – Board Member Orientation Policy
<b>Authority</b>	FCSS Advisory Board
<b>Approved (Dates/Motion #)</b>	March 1, 2021 (M#FCSS15/2021)
<b>Policy Number</b>	P-FCSS001
<b>Review</b>	To be reviewed annually at the AGM
<b>Reviewed by</b>	Advisory Board March 1, 2021

## Policy Statement

All members of the FCSS Advisory Board must be oriented to ensure everyone’s success and involvement in FCSS programming.

## Definitions

**Director** – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

**FCSS Advisory Board** – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

**Members** – volunteers appointed to the FCSS Advisory Board.

**Town** – means the incorporated municipality of Bassano.

## Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

## Process

1. All FCSS Advisory Board members must be oriented by the Director.
2. Board orientation will occur at the Annual General Meeting unless a member is appointed throughout the year.
3. Board members appointed throughout the year are required to participate in a 1:1 orientation session with the Director prior to engaging in any FCSS Advisory Board functions, meetings, or programs within 30 days of their appointment. During this meeting, the member will be required to provide a Criminal Record Check and Child Intervention Record Check, dated within the last 6 months, and complete all necessary paperwork required by the municipality.
4. All FCSS Advisory Board members shall receive an Orientation Binder. The Binder will include:
  - Town of Bassano FCSS Bylaw
  - All related Town of Bassano FCSS policies
  - Town of Bassano Confidentiality policy
  - Provincial [FCSS Act](#)
  - Provincial [FCSS Regulation](#)
  - Program Logic Models for current FCSS Programming



- Most recent FCSS Board meetings minutes
- [\*Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25\*](#)
- [FCSS Program Handbook](#)
- [FCSS Measures Bank](#)
- [\*Personal Information Protection Act, S.A. 2003, c. P-65,\*](#)

END OF POLICY

Approved