# **Training Policy**

## **Orientation, Training and Development for Board Members**

Board Members must receive comprehensive orientation, training, and development in order to meet their responsibilities as a Director.

#### Orientation

Within 30 days of joining the Board the newly elected Director shall schedule meetings with Chair, CEO, Manager of Credit and Operations and Manager of Finance for the purpose of completing the Board of Directors' Orientation Protocol as outlined below.

Management will be responsible for compiling and updating information contained in the Board of Directors' Orientation Protocol.

## **Board of Directors' Orientation Protocol**

## CEO (1 hour)

1 hour

#### Introductions/Tour

- Tour of Premises and meet staff in each Department
- Explain and Sign Documents
- Provide a copy of Directors' Handbook
- Provide the Policies relating to Board Operations and Committee Mandates
- Provide and explain the Strategic Plan

#### Directors' G Mail

Explain G Mail & Access

- Explain how to access past and present Minutes
- Explain how to access Correspondence
- Explain circulation of Board/ Executive/ Committee Minutes
- Explain access to Legislation and Regulation
  - o http://www.canlii.org/en/nl/laws/stat/snl-1995-c-c-37.1/latest/snl-1995-c-c-37.1.html
  - o <a href="http://www.assembly.nl.ca/legislation/sr/annualregs/2009/nr090056.htm">http://www.assembly.nl.ca/legislation/sr/annualregs/2009/nr090056.htm</a>
- Explain access to PSCU By-Laws
- Explain how to access last two Annual Reports

# Chair of the Board of Directors (1 hour)

### **Structure of Credit Union System**

30 minutes

Use Graphic to Explain structure

Atlantic Central (AC)

League Savings and Mortgage (LSM)

Central 1

Concentra

**CUMIS** 

Canadian Credit Union Association (CCUA)

World Council

International Association of Co-operatives

Credit Union Deposit Guarantee Corporation (CUDGC)

Acronyms

# **Training Policy**

- Directors' Liability Policy
- Policies relating to Board Operations and Committee Mandates
- NL Regulator
- By-Laws
- Credit Union Act and Regulations

Committees 15 minutes

- Executive Committee
- Governance Committee
- Nominations Committee
- Audit Committee
- How Executive Committee is elected
- How the other Committees are appointed

# **Structure of Board Meetings**

- Who attends and why
- In-camera Session with CEO
- In-camera Session of the Board

# **Director Expenses**

- Description of Expenses/Honorarium
- Board Policy regarding Travel and form for Expenses

# **Manager of Finance (2.5 hours)**

## **Financial Reports**

- Deposits & Loans
- Asset & Liability Management (ALM)
- Quick Analysis
- Financial Statement

#### **PSCU Access**

- Entry for after hours (Key FOB)
- Password for Directors' G Mail
- Password for PSCU Board Wifi

# **Manager of Credit and Operations (30 minutes)**

# Training

- CUSource (CCUA) and outline the required courses
- Mandatory Training (i.e. Anti-Money Laundering)
- How to Access CuSource Training
- Who Pays for training
- Bankruptcies and Delinquencies

15 minutes

Version r01.00.05

30 minutes

# **Training Policy**

## **Training**

All Board members shall complete the training required for Directors as per the Superintendent of Credit Unions.

First time Directors shall complete Level A of the CUDA training during their first year on the Board, and Level B and Level C will be completed within three years.

# **Development**

The Executive Committee shall recommend, on an annual basis, further training to be taken by Directors.

In order to deepen an understanding of the Credit Union system, each Director is expected to attend the annual Provincial Director's Conference and one Regional Meeting during their first three year term on the Board.

Directors who are CUDA Graduates will be eligible for consideration to attend, subject to budget, other approved conferences during their three year term.

## **Budget:**

The Executive Committee will work with the Chief Executive Officer to develop a budget for Board training and development as part of the annual budget planning process.

#### Attendance:

Directors shall make all reasonable efforts to attend the training and development sessions for which they are registered.

## Log:

The Chief Executive Officer or designate shall maintain a log of orientation, training and development to assist the Chair and Executive Committee in determining training plans and needs.

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