

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
 - <http://www.canlii.org/en/nl/laws/stat/snl-1995-c-c-37.1/latest/snl-1995-c-c-37.1.html>
 - <http://www.assembly.nl.ca/legislation/sr/annualregs/2009/nr090056.htm>
- 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

15 minutes

- 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)

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

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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