

## **POLICIES & PROCEDURES**

**Subject:** Orientation Process for New Board Members

**Revised:**

### **DESCRIPTION:**

1. Newly elected board members are notified by the Nominations Committee of their election to the board (at least 45 days in advance), so that they may plan to attend the fall board meeting and conference.
2. They may attend the board meeting as non-voting members and will receive \$150 to offset expenses for purpose of orientation and communication with outgoing board if required to arrive a day early. This is to help defray hotel expenses. Oncoming/new board members should be asked to not accept this reimbursement if they are able to get funding from their institutions.
3. Upon confirmation of election, the [ASSOCIATION] office will send an orientation packet to the new Board members. It will consist of the following:
  - a) [ASSOCIATION] Board Orientation Manual
  - b) Bylaws [Section 3 of Policy and Procedure Manual]
  - c) Board Members Name/Address List
  - d) Policy and Procedure Manual
  - e) Minutes of Spring Board Meeting
  - f) AMC Orientation Manual
  - g) Current Year Budget
  - h) Most Recent Month Financial Statement
  - i) Local Chapter President's List and Chapter Manual
  - j) [ASSOCIATION] Office Personnel List
  - k) List of current [ASSOCIATION] Contracts
  - l) List of current publications
  - m) Complete Agenda Materials for Board Meeting at Annual Conference
4. The incoming board member is responsible for reviewing and becoming familiar with the above materials prior to attending the first official board meeting. The check sheet in the orientation packet should be completed and returned to the president.
5. The above packet is updated and revised by the past president and president-elect.
6. The outgoing officer/board member will contact the incoming board member to review his/her duties and provide an update on activities at the fall board meeting. Following the fall board meeting, the outgoing individual will turn over the board member/chair notebook. During this meeting the orientation check sheet will be completed.

7. At the annual meeting, the president, president-elect or designee will meet face-to-face with new board members to orient them to [ASSOCIATION] board meetings and activities.
8. At the annual meeting a one or more-hour orientation to the board meeting and related information will be presented prior to the call to order of the board meeting. President or president-elect will conduct session.
9. Above number items 3, 6, and 7 also apply to newly appointed committee chairs.

### Board Orientation Check Sheet

**Instructions:** The following check sheet should be completed during the meeting between the incoming and outgoing board member or committee chair. Once completed the check sheet should be given to the president to verify that the orientation session has taken place.

- \_\_\_\_\_ Board member/Chair notebook given to incoming officer and contents reviewed
- \_\_\_\_\_ Duties and responsibilities reviewed (specified in Policies & Procedures Manual)
- \_\_\_\_\_ Generic duties and responsibilities of position reviewed
- \_\_\_\_\_ Any unfinished tasks clearly defined
- \_\_\_\_\_ Procedure for board reports reviewed
- \_\_\_\_\_ Use of administrative assistance discussed
- \_\_\_\_\_ Relationship with central office and responsibilities discussed
- \_\_\_\_\_ Budget proposal for coming years reviewed

\_\_\_\_\_  
Signed (outgoing)

\_\_\_\_\_  
Signed (incoming)

Date: \_\_\_\_\_