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|  BOARD OF DIRECTORS - ORIENTATION  | NO. 05 |
| POLICY:In order to effectively carry out the responsibilities of governing the facility, new members of the Board will be oriented to their role and responsibilities.PROCEDURES:* Prior to the new Board members attendance to their first meeting the President or Board representative will invite them to a meeting at the facility. The meeting will also be attended by the Administrator and other individuals as determined by the Board President. Said meeting will last approximately one (1) hour.
* At the meeting, the new Board member will be provided with a copy of the organization’s by-laws, past minutes of the Board dating back three (3) months, the facility’s brochure and one copy of the Board’s rules and responsibilities, list of Board members, and standing committees.
* The new Board member will then be given an orientation which will review the facilities historical development, its current status and future plans. A copy of the facility’s budget will also be provided to the new member.
* There will be amble time afforded for questions and answers. This will be followed by a tour of the facility.
* At the conclusion of the orientation session the new member will be asked what standing committees they would like to serve on and the meeting will conclude with an invitation for further orientation should the member require additional information.
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| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | Page: 1 of 1 |