**Procedure Number: GP 2.2**

**Procedure Title: Orientation for New Board Members**

**Purpose:** Provide a consistent, systematic methodology for the orientation of new board members.

**Annual Succession Planning** **Process Overview**

1. **April** - The Board Affairs Committee at the April Board meeting will:
2. Present the slate of candidates

Following the board meeting, the Board Affairs Committee will:

1. Assign committee members to contact the successful candidates using the “Phone Scripts for Successful Candidates” (GP 2.1.h) and, if necessary, assign committee members to contact the unsuccessful candidates using the “Phone Scripts for Unsuccessful Candidates” (GP 2.1.i).
2. Prepare the “Welcome Letter to Newly Elected Board Members” (GP 2.1.j) for the board chair to welcome the new board members and notify them that their orientation will take place at 5 PM prior to the Board’s June dinner and meeting.
3. **May** – The Board Affairs Committee reviews, revises (if necessary), and prepares the following for the June “New Board Member Orientation” meeting:
4. Agenda (GP 2.2.a)
5. PowerPoint presentation (GP 2.2.b)
6. PowerPoint Script with speaker assignments (2.2.b.1)
7. Opening Prayer (GP 2.2.c)
8. The History of the Board of Directors (GP 2.2.d)
9. New Board Member Agreement (GP 2.2.e) which will be signed by the new members
10. The Ten Principles of Policy Governance (GP 2.2.f) as a handout
11. Reasonable Expectations for Mentor and Mentees (GP 2.2.g) as a handout
12. Closing Prayer (GP 2.2.h)
13. **June** – The Board Affairs Committee in their meeting at 5 PM will:
14. Conduct the New Board Member Orientation.
15. Remind the new board members they are welcome to have dinner with the board and then “stay as guests” at the board meeting following the dinner.
16. **September All Day Retreat** - New Board Member Installation Ceremony