

SOP # _____ Revision: _____
Effective Date: 2.26.2011

Prepared by: Governance Comm.
Approved by: Board of Directors

**Title: SANTA ROSA PLATEAU FOUNDATION –
NEW BOARD MEMBER ORIENTATION**

Policy: Every new Board member will receive a complete orientation covering the operation of the Santa Rosa Plateau Foundation (SRPF), its finances, the relationship of the governing Board to the operation, and the Director's role as a member of the Board. The orientation will include an SRPF tour; appropriate written materials, introductions to staff and information on other Board members.

Purpose: To give new Board members the specific information necessary to enable them to perform effectively as a member of the Board of Directors, and to assist the new Board member in gaining a working knowledge of the organization's goals and program services.

Scope: New Board member orientation will be provided to all new Board members, regardless of previous experience or involvement with the SRPF.

Procedure:

1.0 ORIENTATION

1.1 The orientation shall take place within the first month after the new Board member accepts the appointment.

1.2 On the first day of orientation, new Board members will tour the SRPF's facilities to observe programs in action. The tour will be conducted by an experienced Board member assigned to assist the new Board member.

Program brochures and information on the clients served by the SRPF's will be provided during the tour. Whenever possible, the tour will be tailored to meet the new Board member's personal and professional interests, and to provide more detail in those areas in which it is anticipated that the new Board member will focus most of their efforts.

1.3 On the second day of orientation, the new Board member should meet with the Executive Director to ask questions about the agency's operations. The Executive Director will then escort the new Board member on a tour of the SRPF's offices. The new Board member will be introduced to key personnel during the tour, and will be given the opportunity to ask questions regarding areas of responsibility.

During the second day of orientation, the Executive Director will provide a brief synopsis covering key organizational demographics, such as the number of clients served, program milestones, staff roster, and current related trends.

- 1.4 The new Board member will meet individually with the Board President at some time during the two-day orientation, or on any day after orientation and before the next Board meeting. During this meeting, the President will provide the new Board member with a biographical sketch on the full Board, including terms of office, offices held, committee assignments, places of employment, positions, and other relevant information.
- 1.5 The new Board member will be assigned an experienced Director as mentor. The mentor will be proactive in answering questions or providing other appropriate assistance regarding SRPF matters.

2.0 BOARD MANUAL, COMMITTEE ASSIGNMENTS, EVALUATION

- 2.1 All new and current Board members will have access to copies of the SRPF Mission Statement, Code of Ethics, Core Values, Bylaws and Policies and Procedures.
- 2.2 The new Board member will be assigned to one or more committees, and will meet with the committee chair to discuss details of committee work.

Revision History:

Revision	Date	Description of changes	Requested By