

## Title: Process for new board member orientation

### Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Procedure#	0001c
Supersedes	procedure0001b
File Location	www.bethanycharter.org
Board approval date	June 1, 2009

### Revision History

Revision	Date	Revision Description	Originator
A	July 5, 2004	Initial release	K. Buchheit
B	Feb 20, 2007	revise/amend policy	K. Buchheit
C	June 1, 2009	Amend policy	K. Buchheit

### Objective:

The objective of this policy is the following:

1. Provide the steps for new board member orientation.

#### 1.1 Review

It is the responsibility of the new board member to read and review the following:

- a. BCS By-laws
- b. Strategic/long term goals
- c. Charter contract with SFSD
- d. BCS History
- e. All BCS policies and procedures
- f. Insurance policy
- g. Mission statement and vision

#### 1.2 Question & answer session with board

A question and answer session with the entire board is to be scheduled 1 month after new board members are elected. This is to allow time for the new board members to review information and form questions they wish answered.

#### 1.3 Meet with staff

Meet with staff as a group or individually. These meetings need to be scheduled after new board member has reviewed documents. New board members will contact administrator to schedule meetings.

An annual informal meeting between the BCS Board members and the BCS staff will be scheduled for the general meeting in March each year.

#### 1.4 Taking Office

Newly elected board members will take office at the June board meeting of the year in which they are elected.

In the case of a board member being appointed to fill an open board position, the appointed board member will take office at the board meeting following the appointment.

#### 1.5 Duties of Newly Elected Board Members

In order to gain experience with how the BCS Board works it is the responsibility of the newly elected board member to:

- a. Attend as many of the regularly scheduled BCS Board meetings between January when they are elected and June when they take office as possible.
- b. Take part in the budget committee meetings and process in February and March prior to taking office.
- c. If possible to attend the informal BCS board/staff meeting in March.
- d. To take part in the strategic planning/long term goal process to set the goals for the following school year.