

SAMPLE BOARD MEMBER ORIENTATION PROCESS

# Phase I: Recruitment

In the recruitment stage, a prospective board member will receive printed materials such as the charter application, relevant information regarding the educational program and financial data, and any other pertinent background information. The prospective member will also receive a list of expectations of a board member, including the schedule of board meetings, committee assignments, length of board term, and an idea of the required time commitment.

List of Other Helpful Documents:

* Executive Summary from the charter application
* Authorizer information and handbook, if available
* Organization chart of board and school leadership
* Board member bios and contact information
* Overview of the State and U.S. charter school movement
* Overview of our state’s charter school movement

# Phase II: Orientation

New board members will attend a mandatory orientation session, which will be conducted by the board chair, the CEO, and the chair of the committee to which the new member would potentially be added. The session will be held before the board meeting following the member’s election and will last approximately one hour.

In designing an orientation curriculum, it is important that the new members be provided with information that will help them address the organization's major decisions and policy questions.

The orientation session will be comprised of three elements:

 **A comprehensive review of the board and the organization:** The mission, vision, and values of the organization; the history of the board and founding of the organization, roles and responsibilities of the board and the CEO, the administrative calendar with the board meeting schedule and other major activities of the board, an organizational chart that includes the list of current and planned committees, how the board conducts meetings, including relevant actions from Roberts' Rules of Order.

##  A broader discussion about the external environment the organization operates within:

This will include information about political, economic, demographic, legislative, and competitive trends and changes that significantly impact the organization and the children it serves. Financial information and detailed information about the educational program will also be shared.

##  An in-depth orientation to the new member's committee work:

A more detailed conversation about the new member's role on an existing committee, current issues and topics being examined by the committee, tasks and an action plan being executed by the committee, and any other information that would be helpful to the new member about committee work.

In addition to this session, a school tour independently arranged with and given by the CEO would introduce the new member

to the school site and allow him or her to meet some of the administrative faculty at the school.

 A new board member handbook (electronic folder) that includes:

* Bylaws
* Board member resumes and contact information
* Board Policy Manual
* School Org Chart and leadership team resumes
* Authorizer Handbook for Charter School Board Members
* Board agendas and minutes from the previous year
* State Disclosure Forms
* List of required board training with links and due dates

# Phase III: Onboarding Follow-up

After the initial orientation session has taken place and sometime within the first three months of tenure, a follow-up meeting will be held, and the new board member and either the board chair, governance committee chair, or vice chair will be present. The purpose of this meeting would be to give the new member an opportunity to discuss any outstanding issues and/or questions that he or she may have regarding the board governance process or a particular topic relevant to his or her committee work.

While the orientation session, school tour, and follow-up meeting should provide a solid foundation from which the board member can successfully perform his or her duties, it may also be a good idea to provide a mentor to the new member.