

### **NEW BOARD MEMBER ORIENTATION**

The Board shall provide an orientation program for its members-elect. The primary purpose of this program is to acquaint the members-elect with the procedures of the Board and the scope of its responsibilities and to assist them to become informed and active Board members.

The Board, Treasurer and the administrative staff assist each member-elect in understanding the Board's functions, policies and procedures before the member-elect takes office.

The following techniques shall be employed to orient new Board members.

- A. Each new member when his/her election is certified, shall receive from the Superintendent for use during his/her term on the Board:
  - A copy of the Ohio Ethics Law (O.R.C. §102.09(E));
  - A copy of the Board's policy manual;
  - A copy of each bargaining unit's negotiated agreement;
  - A copy of administrative and exempt employee benefit agreement/s; and
  - The current budget statement, audit report, and related fiscal materials.
- B. Immediately after the general election, the member-elect is invited by the Board to attend Board meetings.
- C. The Treasurer provides agendas and other materials pertinent to meetings including access to electronic communications and explains the use of the materials.
- D. The incoming member is invited to meet with the Superintendent and other administrative personnel.
- E. The Board makes an effort to send newly-elected members to workshops and in-service programs developed for new members.