



New Alliance Board Members

ONBOARDING PROCESS

PURPOSE

The purpose of this document is to detail the process to be used by the Alliance to inform and engage new board members about the responsibilities of Board Membership.

INTRODUCTION

The new board member's onboarding is orchestrated by the Board Chairperson. The Board Chairperson may appoint another board member for this responsibility when necessary.

The Board Chairperson (or appointee) establishes communication with a new board member prior to the first official board meeting to review the responsibilities of board membership. This can be done via phone call or in person.

COMMUNICATION

- I. If the new board member is also a new Alliance member, the Board Chairperson or appointee will also review the New Member Welcome Packet virtually or in person. Welcome packet contents will be included in the New Alliance Member section. In addition to the Welcome Packet, the Board Chairperson will also perform the following functions:
 - A. Review the Board Member Responsibilities Sheet.
 - B. Review the calendar, structure, and outline of programs available with the purpose of encouraging participation (i.e. Respond for their front line staff; Legislative Breakfasts for their leadership, etc.)
 - C. Review the Portal, explaining the Alliance resources that can be found on the site. The intention of the Portal should be emphasized as a member's means of communication through portal

posting of notices, flyers, open positions and other key organization details. The Portal should be positioned as a genuine benefit to members

- D. Financials and By-laws should be reviewed
- E. Strategic Goals for the upcoming year, strategies in place to achieve them, and a review of prior year's goals and outcomes attained will be discussed
- F. The Recruitment Requirement of at least one dues-paying organization or individual by each board member is explained as a very critical and necessary "give & get" function for the Alliance to continue its growth. The affiliated organization of each Board Member is assessed annual membership dues. There is no additional, mandatory financial requirement attached to Board Membership.

CONTACT

- I. Home addresses and phones/e-mails of Board Members for communication purposes should be shared.
 - A. Board members, staff and officers should be reviewed

AGREEMENTS

- 1. The Board Member Agreement page should be discussed and signed by the Board Member
- 2. The conflict of interest pages must be read, discussed, and agreed to.

COMMITTEE WORK

- 1. Introduce committees with the intention of getting participation since it is compulsory
 - A. Overview of committees and when they meet. Explore initial interest and schedule time to attend or participate
 - B. List of committees, their chairs, and who serves on them. When available, this will be provided in a separate document in the official packet.

DOCUMENT TO BE REVIEWED 60 DAYS PRIOR TO THE BEGINNING OF EACH NEW FISCAL YEAR