

## **New Board Member Selection and Orientation**

New members to the Cortland County Community Action Program, Inc, (CAPCO) Board of Directors are selected and approved in the following manner.

The Board Development Committee of the Board of Director recommends potential Board members. The candidate completes the Board application. This is reviewed by the Board Development Committee and the Committee meets with the perspective candidate. This meeting is a time to provide the candidate with an Agency overview, description of the roles and responsibilities of the Board members, and allow the Board Development Committee to learn more about the candidate.

If the Board Development Committee determines the candidate would be an appropriate addition to the Board, the Committee presents the candidate to the full Board for approval.

Once the Candidate has been approved by the full Board, the Executive Director meets with the new Board member for orientation to the Board and the Agency. If possible, this meeting will occur prior to the new Board member's first Board meeting, but no later than within the first 3 months on the Board). The New Board member also receives information about access to the Board only section of the Agency website, complete and signs the Board Conflict of Interest and Whistleblower policies.

The orientation meeting with the new Board member and the Executive Director will include:

- Review of the Board Bylaws, overview of the Board of Directors, requirements, committees, etc.
- Overview of Agency programs and priorities
- Review of the fiscal process, reports and budgets
- Review of the Board only section of the Agency website where all pertinent documents can be found. These are electronic documents. If the Board member prefers, hard copies will be provided. The documents include (but are not limited to):
  - Bylaws
  - Certificate of Incorporation
  - CAPCO current strategic plan
  - Current community assessment
  - CAPCO current Personnel Policies and Procedures
  - CAPCO current Fiscal Policies and Procedures
  - CAPCO current Annual Budget
  - Board packets including minutes of Board meetings and all committee meetings (archived back to 2006)

New Board members will sign a memo to verify orientation was completed and that they have access to the documents as described above.