



Policy #14

Subject: Transition of New Board Members

Written: 2007

Reviewed: 2/2009

Policy Statement: This policy establishes guidelines to provide a consistent approach to the transition of new Board Members.

Guidelines:

1. The outgoing Board member will be responsible for contacting the incoming Board member and providing a letter of welcome and orientation to the position.
2. The information to be shared shall include but not be limited to:
 - a. The strategic goals of the organization.
 - b. A copy of the Bylaws
 - c. Notification that the policies and job descriptions are available on the Web site, www.wispan-aspan.org.
 - d. A list of Board member benefits.
 - e. Board meeting information
 - f. Contact list for the entire Board of Directors.
 - g. Information about duties specific to the position on the Board.
3. The outgoing Board member may contact the incoming Board member in person, by telephone, mail or e-mail.
4. The transition information will be given to the incoming Board member on or prior to the first board meeting after the term begins. When possible, the outgoing Board member should try to attend this meeting with the incoming Board member.