

<b>Title/Description:</b> Board of Director (BOD) Orientation		<b>Filing Number:</b> ED-3
<b>Effective Date/Revised Date:</b> Effective: 6-29-2012 Revised:	<b>Approved by:</b> Board of Directors	<b>Responsible Author:</b> Board of Directors
<b>References/Resources Cited:</b>		<b>Applies to:</b>

**Purpose:**

1. The Kansas Respiratory Care Society (KRCS) will provide an orientation session annually to both new and returning BOD members in order to ensure a smooth transition and provide members with the tools necessary to perform effectively.

**Procedure:**

1. Within two weeks after the annual election and prior to the first board meeting of the year, the President, working with the President Elect (if applicable) and the Secretary, will create a KRCS orientation notebook for new BOD members.
  - a. The orientation notebook will include but is not limited to the following:
    - i. KRCS Purpose Statement
    - ii. Copy of the KRCS bylaws
    - iii. Copy of the job description for the board position.
    - iv. Board Member code of conduct agreement
    - v. List of contact information for all board members
    - vi. Information/guidelines for AARConnect.
    - vii. Copy of the last board minutes
    - viii. Approved Budget
    - ix. List of KRCS BOD meetings including date, time, and location
  - b. All board members will be given and expected to retain his/her KRCS notebook for the time they serve as board member. Board members are encouraged to keep the notebook once his/her tenure is over for future reference.
  - c. KRCS notebooks will be distributed to the newly elected board members at the first board meeting of the year.
  - d. In the event the board member cannot attend the first meeting in person, his/her notebook will be mailed to them by the secretary if requested.
  - e. Board members are expected to keep his/her notebooks updated with new information and bring these notebooks to the meetings.
2. Within two weeks after the annual election, the KRCS President, seeking advice of the Past President and President Elect (as applicable) will appoint mentors for new BOD members as necessary. Not all BOD members will require a mentor though any member may request a mentor at anytime.

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- a. At the first board meeting of the year, the President will introduce the newly elected or appointed board member and announce the mentor for that person if appointed.
3. The role of the mentor will include but is not limited to the following:
  - a. The mentor will be an effective coach by getting to know the new member.
  - b. The mentor will share his/her knowledge and assist the member in the review of:
    - i. KRCS board policies
    - ii. KRCS board responsibilities
    - iii. Expectations of the newly elected position
  - c. The mentor will help the member bridge the gap from “new” to “experienced.”
  - d. Mentors will encourage the new officer to maintain informal contacts with other board members and view them as informal mentors
  - e. Mentors will be available and willing to provide advice
  - f. Mentors will maintain communication with the new member for a minimum of one year.
4. The role of the new BOD member will include but is not limited to the following:
  - a. Interaction and communication with the mentor and other BOD members
  - b. Effective utilization of advice given
  - c. Report of any questions or concerns to the President.
  - d. Provision of feedback to the President regarding effectiveness of the mentoring and orientation system
5. The role of the BOD will include but is not limited to the following:
  - a. Interaction with the new member and provision of a welcoming atmosphere
  - b. Support of the new member and provision of advice and help as needed