



POLICY # B.2.P

## Board Member Orientation

New Board Members who are elected or appointed as a Southeast College Board Member must undergo an orientation. This orientation shall contain the following package. The package should be delivered by Director/Principal and the Board Chair Person prior to the first meeting sitting.

- Review of Current Board operational goals and strategic plan and how the new board member should focus on contributing to its successes.
- Power and duties of the board
- Policy Book (USB provided)
- Board Contact Information
- Roles and responsibilities
- By laws and policies review
- Code of ethics sign off
- Overview of one year's Board minutes.
- Review current and previous budgetary documents.
- Meeting with senior management staff to get to know their functions as they pertain to SEC.

The minutes should reflect this orientation at the next available Board meeting. The minutes should also reflect the sign off of the new members' code of ethics.

Adoption Date: August 21/12

Revision Date: March 9, 2016