

NEW BOARD MEMBER ORIENTATION/HANDBOOK

The Board and its staff shall assist each new member-elect to understand the Board's functions, policies and procedures before the Board member takes office. The following methods shall be employed.

1. The member-elect shall be given selected material (such as the *CASB School Board Member Leadership Workbook*) on the role of a school board member and responsibilities of the Board.
2. Before being sworn in and officially taking office, the member-elect shall be invited to attend Board meetings and to participate in its discussions.
3. The secretary shall supply material pertinent to meetings and shall explain its use.
4. The incoming member shall be invited to meet with the superintendent and other administrative personnel to discuss services they perform for the Board.
5. The Board's policy manual and a copy of the Colorado School Laws shall be made available to the new member.

Current practice codified 1980

Adopted: date of manual adoption

Revised: 06/19/14