

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Board of Director Orientation Policy
Date Adopted: November 19, 2019
Resolution No: 11.19.19.02

I. PURPOSE

The purpose of this policy is to establish an orientation process for the Florin Resource Conservation District (District) Board of Directors (Board members). This process is intended to help them understand the District, including its services, facilities and programs. This orientation is also to assist the new Board members in carrying out their roles. A bi-annual orientation may be scheduled for all Board members to review any updates and/or additions.

II. POLICY

This policy prescribes that new Board members will participate in an orientation session within one (1) month of taking office. The District has prepared a Board Member Guidebook (Guidebook) to assist Board members in learning and understanding the District and their roles and responsibilities. The Guidebook will constitute the basis for the orientation, as well as provide useful information to prospective Board members and the public. Copies will be available through a California Public Records Act request.

III. SCOPE OF BOARD MEMBER ORIENTATION

The Guidebook will be provided to new Board members within one (1) week of taking office. An orientation meeting between the Board members, General Manager, and Board Secretary will be held within one (1) month of taking office. During the initial orientation, the topics that will be covered in the Guidebook include, but are not limited to:

- District background and history
- District maps and boundaries
- Descriptions of services provided
- District mission, vision and values statement
- Financial information including budget, audits reports, capital improvement plans
- Annual calendar including meeting times, dates and locations
- District Bylaws
- District policies and procedures
- Resources for additional information on special districts, water providers, etc.

IV. FORMAT AND FREQUENCY

A. Initial Orientation

1. The Board Secretary will coordinate the orientation with each Board member.
2. The General Manager will conduct the orientation with each new Board member.

B. Bi-Annual Orientation

1. This orientation may be scheduled bi-annually and may include required training(s) for all Board members.
2. Bi-annual orientations, if scheduled, will be conducted like any other Board meeting or workshop and will include District staff and consultants, as appropriate.

V. MAINTENANCE OF BOARD MEMBER GUIDEBOOK

The Board Secretary will be responsible for the maintenance of the Guidebook and for making it available through a California Public Records Act request. The Guidebook will be reviewed and updated as needed. As content is updated, the Board Secretary will ensure that each Board member's Guidebook is updated accordingly.