

CALIFORNIA REGIONAL OCCUPATIONAL CENTERS AND PROGRAMS

DRAFT – NEW FIRST-TIME BOARD MEMBER ORIENTATION

September 24, 2009

San Jose, California

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Meeting Purpose

New CAROCP Board Members need to feel like an integral part of the Board as soon as possible. If they don't we're losing valuable input. Information will help everybody feel at ease. No matter how well qualified, it will take some time for new board members to get up-to-speed and feel comfortable as members of the Board. There are steps we can take to hurry along the process. We will conduct an orientation session for all new board members, have them meet with the Executive Committee, spend time going over some background of the Board and CAROCP, and bring them up-to-date on the issues facing CAROCP. We will allow plenty of time for questions and answers. The following topics are suggested to be covered in the orientation meeting:

1. Introduce Everyone 1-5 minutes
 - a. CAROCP Executive Committee
 - b. Each other and all guests
2. Describe CAROCP (Our mission) 5-10 minutes
 - a. Who we serve
 - b. What we do
 - c. Overview of CAROCP
 - i. Organizational Chart
 - ii. Constitution and Bylaws
3. Explain and Discuss 20-30 minutes
 - a. Board meeting attendance and Calendar of Meetings
 - b. Board members assignments and responsibilities
 - c. President's Strategic Plan and Goals for the Year
 - d. CAROCP Legislative Priorities
4. Reading Common Handouts 10 minutes
 - a. Treasurer's Report
 - b. Legislative Update – Bill Tracking
5. Characteristics of Successful Board Members 5 minutes
 - a. Top 10 Characteristics
6. Q&A
7. Adjourn