

# New Board Member Orientation Plan Checklist

## **Part I: The Orientation Session Meeting**

- Upon being informed of the new appointment, the CEO and/or Board Chair should call the newly appointed Board member(s) and schedule an orientation meeting.
- Who should attend the meeting?
  - a. Board Chair, Governance Committee Chair (if applicable) and the CEO
  - b. If the Board does not have a Governance Committee or a Recruitment Committee, include the Board Vice-Chair in the meeting.
- Who should run the meeting?
  - a. The Board Chair or Governance Committee Chair
- What should be included as part of the Orientation Meeting Agenda?
  - a. Welcome to the Board (i.e., background of the Fair)
  - b. Introductions: Opportunity to get to know team members. Why is the fairgrounds important to you and what do you think you bring to the organization.
  - c. View the Fairs & Expositions Board Orientation Video:  
[https://www.cdfa.ca.gov/Fairs\\_ & Expositions/Video/StateFairBoardOrientation.mp4](https://www.cdfa.ca.gov/Fairs_&_Expositions/Video/StateFairBoardOrientation.mp4)
  - d. Provide a walk thru tour of the fairground's facility
  - e. CEO should introduce the new board member(s) to the fairground's staff members.
  - f. Ask the new Board member(s) to provide a biography for a news release.
  - g. Provide the new board member a current copy of the organization's New Board of Director Orientation Handbook. (See Part II. Orientation Handbook Checklist) Review the handbook and answer any questions that develop.
  - h. Board Chair should select and provide the new board member(s) a mentor from the current board of directors to help further orient and answer the new board member's questions after the meeting.
- What should happen after the meeting?
  - a. CEO/Fair Staff: Prepare a news release incorporating the Board member's biography and send to the media and current Board members.
  - b. CEO/Fair Staff: Update the fair's website Board of Director listing. (If applicable)
  - c. Board Chair: Follow up with the new Board member(s) after first three months of service.

## **Part II: The Orientation Handbook**

The Board Orientation Handbook should include the following:

- Fair Organization's History
- Overview map of the fairground's facilities
  - a. Include Building Names
- Board, Committees & Staff Organizational Chart
- Board of Director Roster Listing
  - a. Include Name, Contact Information, Years of Service, Current Term Limit, Past/Present Board Officer Status
  - b. Current Vacancies available
- List of Board Committees
  - a. Include current committee members and chairperson
  - b. Include the committee's purpose/mission statement
  - c. Include schedule if the committees have regular scheduled meetings and times
- Calendar of Events
  - a. Regular scheduled Board meetings (Location(s) and Time)
  - b. Fair-sponsored events
- The organization's Strategic Plan
  - a. Include the Mission Statement, Vision, Goals
- Current By-Laws and Policy Manual
- Roles & Responsibilities of the CEO, Board and Individual Board Members
  - a. Include Duty Statements & Job Descriptions
- Financial Reports
  - a. Approved Current Year Budget
  - b. Previous Year's STOP
  - c. Current Financial Statements
  - d. Copy of the most recent Financial Audit Report
- Board Meeting Reports
  - a. Copy of the last 6 months of board meeting agenda packets
  - b. Copy of the last 6 months of Board meeting minutes
- Annual Fair Information

- a. Upcoming Annual Fair Dates
- b. Copy of the most recent annual fair Exhibitor Handbook
- c. Fair Local Rules
- d. Current copy of the State Rules for California Fairs
- DAA Open Meeting Law Compliance
  - a. Copy of the CDFA Bagley-Keene Open Meeting Act Guide
  - b. Serial Communications among Board of Directors.
- Provide a listing of the Board of Director Requirements.
  - a. Statement of Economic Interests / Form 700
    - 1) Submit by April 1<sup>st</sup> – Annual requirement.
    - 2) CEO is the Filing Officer for each DAA
  - b. Ethics Orientation for State Officials Training Course
    - 1) Complete within 6 months of appointment and every 2 years thereafter
  - c. Sexual Harassment Prevention Training Course
    - 1) Complete within 6 months of appointment and every 4 years thereafter
  - d. DAA Online Training University
    - 1) Provide link for enrollment instructions:  
<https://www.cdfa.ca.gov/Fairs & Expositions/Resources and Publications/ns/>
- Common Acronyms: Glossary of abbreviations and acronyms used to refer to agencies and programs with which the fairgrounds organization is connected. Include the purpose.
  - a. CDFA, F&E, CFSA, CFFA, CARF, WFA, CFA, IAFE
  - b. STOP, DGS, FAM, SAM, AG's Office,
- Fairground's Non-Profit Organization (if applicable)
  - a. Purpose
  - b. Board of Directors Roster
- Provide link(s) to the CDFA F&E website identifying resource materials;
  - a. DAA Online Training University: <https://daa.cdfaonlineuniversity.com>
  - b. CDFA Bagley Keene Open Meeting Act Guide: <https://daa.cdfaonlineuniversity.com>
  - c. New Board Member Orientation Video:  
<https://www.cdfa.ca.gov/Fairs & Expositions/Video/StateFairBoardOrientation.mp4>
  - d. Board of Director's Handbook:  
<https://www.cdfa.ca.gov/Fairs & Expositions/Resources and Publications/BoDHandbook.asp>