



November 15, 2017

F2017-14

TO: Fairground CEO's

SUBJECT: New Board of Director Orientation Plan Checklist

The Fairs & Expositions Branch has prepared a checklist to help fairgrounds develop a "New Board of Director" Orientation Plan to promote the success of newly appointed board members becoming quickly engaged in the board's activities by providing a comprehensive overview of the fairground's organization.

The checklist of items is intended to assist the fairgrounds in developing their own "New Board of Director" Orientation policy and plan. Having an effective orientation plan in place will encourage newly appointed board member's productivity and help serve the best interest of the fairgrounds.

In addition, F&E has created an orientation video to welcome and provide a quick overview of the new board member's role and responsibilities. Upon appointment, each DAA board member will be registered in the CDFA Online University by the F&E Training Coordinator and enrolled to watch the orientation video. The video is also available for all fairgrounds on the Fairs & Expositions website and may be viewed by clicking on the below link.

https://www.cdfa.ca.gov/Fairs_&_Expositions/Video/StateFairBoardOrientation.mp4

If you have any questions regarding developing and or tailoring a new board of director orientation plan for your fairgrounds, please contact Dave Dillabo, F&E Training Coordinator at david.dillabo@cdfa.ca.gov or call 916-900-5365.

Sincerely,

John Quiroz
Branch Chief
Fairs and Expositions



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 1st – 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/
- 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