

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>General Management</b>		
<b>Title:</b>	<b>New Board Member Orientation</b>		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/> <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Biennial  <b>Author:</b> <b>Chief Executive Officer</b>	<b>Adopted Date:</b> 11.04.2014  <b>Review Date:</b> 09.13.2022	<b>Related Policies:</b> Board Governance Board Member Conduct Conflict of Interest Consent Agenda Delegation to CEO and Executive Limitations

### **Purpose**

In order that newly appointed Board members may cast informed votes and function effectively as Mid- State Health Network (MSHN) Board members, the Board and Chief Executive Officer (CEO) will extend to them the fullest measures of courtesy and cooperation and will make every reasonable effort to orient newly appointed Board members to the organizations purpose, strategic direction and Board functions, policies, procedures and current issues.

### **Policy**

The Board, through the CEO, will provide new members with copies of or access to appropriate publications, such as the MSHN policy manual, the region's Operating Agreement, the Board Bylaws, its Strategic Plan and current fiscal year budget.

The Board Chairperson, CEO and Deputy Director will schedule and arrange for an orientation session for new Board members as soon as practicable after appointment. A reasonable amount of time will be provided for discussion of the following possible topics:

1. The roles, responsibilities and conduct of the Board and individual members;
2. The Board fiduciary responsibility and integrity obligations;
3. Basic operational procedures of the Board;
4. Placement of items on the agenda;
5. The role of councils, committees, subcommittees and advisory committees;
6. Conflict of Interest;
7. Appropriate responses of an individual member when a request or complaint is made directly to him/her by a regional stakeholder, consumer, provider or community member;
8. How Board members, in fulfilling their duties, may request information concerning the organizations operations, finances and personnel;
9. Protocol for interacting with the media; and
10. Other relevant topics.

### **Applies to:**

- ☐ All Mid-State Health Network Staff  
☒ Mid-State Health Board Members  
☒ Selected MSHN Staff, as follows: Chief Executive Officer  
☐ MSHN CMHSP Participants: ☐ Policy Only    ☐ Policy and Procedure  
☐ Other: Sub-contract Providers

### **Definitions:**

CEO: Chief Executive Officer  
MSHN: Mid-State Health Network  
SUD: Substance Use Disorder

**Other Related Materials:**

MSHN Operating Agreement

MSHN Board Bylaws

MSHN SUD Oversight Policy Advisory Board Bylaws

MSHN Board Member Orientation Manual

**References/Legal Authority:**

PIHP-MDCH Contract

Open Meetings Act

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
11.2014	New	Chief Executive Officer
11.2015	Annual Review	Chief Executive Officer
05.2017	Annual Review	Chief Executive Officer
09.2018	Annual Review	Chief Executive Officer
01.2019	Annual Review	Chief Executive Officer
07.2020	Biennial Review	Chief Executive Officer
07.2022	Biennial Review	Chief Executive Officer