**Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

**Orientation Process for Board Members**

In order to create an effective, safe and accountable organization serving students, families and the community, CIS of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County performs comprehensive orientation for Board Members as described below.

All Board Members go through the following orientation process after being elected to the Board of Directors. Orientation is provided by the Executive Director, Chair of the Governance Committee and Board Chair through a session lasting approximately two hours and includes:

* Review of CIS mission, history of CIS National, CISNC and local CIS affiliate, Five Basics and the CIS philosophy of providing school-based integrated student supports through the CIS Model
* Review of web sites: CIS National, CISNC and local affiliate
* Explanation of the ABC + P Impact Framework and evidence-based interventions currently utilized to address ABC + P goals
* List of all schools served, description of services provided and overview of student population
* Review of contents of Board Manual containing:
	+ Organizational plans, including Strategic Plan, Annual Operations Plan and current Annual Budget
	+ Minutes and Financial Reports from previous year
	+ Most recent audit
	+ Organizational Chart
	+ Annual Report and other communications materials
	+ Description of Board Member Responsibilities
	+ Description of Board Committees
	+ Board Meeting Schedule
	+ Board Member Roster
	+ Bylaws
	+ Legal Responsibilities
	+ Trademark License Agreement with CIS national office
	+ Letter of Agreement with CIS of North Carolina
* Discussion of current issues affecting the organization
* Overview of Total Quality System standards
* Discussion on confidentiality of privileged information received as a Board Member
* Board Members will be asked to sign the following documents after they are reviewed during the orientation
	+ - Board Member Commitment Letter
		- Conflict of Interest Policy
		- Code of Ethics

In addition all new Board Members will complete the online Communities In Schools University Orientation within 6 months of joining the board. All returning Board Members who have not done so will complete the Communities In Schools University online orientation within 6 months of the beginning of the fiscal year. Newly elected Board Chairs will also complete the online CIS University Board Member Pathway within 6 months of becoming Board Chair.

The Board Chair talks individually with each new Board Member after his or her first Board meeting to clarify any issues that may need to be addressed and to determine on which committee they will serve. Board Members are encouraged to visit a CIS school with the Executive Director or another Board Member.

One member of the Board of Directors (or a staff member in a leadership role) will attend a national CIS event at least once per accreditation or reaccreditation cycle.