

## **ORIENTATION FOR NEW MEMBERS**

### **Campus and Site Visits**

Within the first three months of service, a hosted visit to the College for Officer Training at Crestmont will be provided to new Board members. The visit will include a guided tour conducted by a senior Crestmont administrator and a member of the Crestmont Council Executive Committee. The tour may consist of:

- A personal introduction and overview of the College and its mission by the Principal
- A tour of the college's administrative offices, with a brief introduction by each department head of the department's function
- A tour of the campus
- Additionally, a visit to a program site will be offered within the first three months.

### **New Member Welcome and Orientation Packet**

Each new member will receive a New Member Welcome and Orientation packet. This will provide introductory information on the wider Salvation Army, THQ, CFOT, and the Board.

### **Personal Meeting with the Board Chair**

Each new member of the Board will meet with the Chair within the first three months of service. The meeting will include:

- Duties, expectations and benefits of Board membership
- Assignment to a working task group/committee
- Review of the Board Member Manual
- Other discussion as needed

### **Mentor**

Each new member will be assigned a mentor for the first year of his/her membership. The mentor will provide additional general orientation to the Board, College, and/or The Salvation Army as needed and specific orientation to the committee to which the new member is assigned.

### **Board Member Manual**

A Board Member Manual of information will be provided to new members, for discussion with the Board Chair and for ongoing reference. The manual will include:

- Basic information about The Salvation Army and College for Officer Training at Crestmont
- Code of Ethics
- Board information
- Member Job Description
- Protocol on Board member nominations and appointments
- Roster of Board members and committee assignments
- Board Bylaws
- Other items as appropriate