


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS BOARD ORIENTATION	Policy # B-201	Effective Date <i>May 23, 2013</i>
	Signature 	Date of Last Review

POLICY:

The Sunset Empire Transportation District Board of Commissioners shall provide a process to ensure that each new member-elect understands the Board's functions, policies, procedures and operations of the District, before taking office. The Executive Director shall ensure that each member elect goes through the orientation process as listed in the Board Orientation Document B-201-Attachment A.

Board Policy B-201 Attachment A

**SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS
New Board Member Orientation Process**

Commissioner Name _____ **Date** _____

Task/Information	Responsible	Completion Date
Introductory Meeting	Board Chair	
Press Release-Announce new Board Member	Staff	
SETD Email account set up	Staff	
SETD Financial Orientation	Director	
Tour of Operations and NWRC	Director	
Tour of Transit Center	Director	
AED Training	Staff	
Board Calender on line-	Staff	
Board Orientation Book will include documents listed below.		
Board Member Contact List and Committee List		
SETD and NWRC Organizational Chart		
List of Employees		
Job Descriptions		
Board Policies		
Board Minutes (past 6 months) on our web page		
Financial Reports (past 6 months)		
Audit Deficiency Report (current)		
SDAO Guide for Elected Officials		
Contacts and Resources		
Oregon Ethics Law Guide for Public Officials		
ORS #267 and #198		
Oregon Public Records and Meeting Manual Reference		
Roberts Rules of Order		

New Board members will please contact the Board Chair with any questions.

Orientation process documents available electronically or in notebook form.