

**EDEN TOWNSHIP HEALTHCARE DISTRICT
BOARD OF DIRECTORS'
BOARD FUNCTIONS POLICIES**

ETHD 203

SUBJECT: ORIENTATION FOR BOARD OF DIRECTOR MEMBERS

POLICY: There will be a procedure for orienting new Board of Director members to their duties and responsibilities.

PURPOSE:

An orientation will be provided to new Board members to ensure that they have the information and materials needed to execute their duties as elected officials.

PROCEDURES:

- New Board member orientation will be conducted by the Chief Executive Officer (CEO) and other Board members.
- Initially, the CEO will meet with the new Board member(s). The new Board member shall then meet with other individual Board members.
- Board members will also receive an orientation by Eden Township Healthcare District, and the District staff to help carry out their duties as a member of the Eden Township Healthcare District Board of Directors.
- New Board members are also provided with an opportunity to review Board minutes and planning documents for the previous year.
- New Board members will be provided with the following information/materials: District Bylaws, Board of Directors' Roster; Business Plan, and the most recent audited financial statements and recommended subscriptions.
- Continuing education for Board members is primarily provided through Board workshops, retreats, educational articles and the educational opportunities offered by outside organizations.

APPROVED BY THE BOARD OF DIRECTORS

Lester Friedman (Date)
Chair, Board of Directors

Roxann Lewis (Date)
Secretary, Board of Directors

Reviewed: October 1988 October 1991 February 1993
 March 1994 February 1995
 March 1996 June 1997
 May 1998 July 28, 1999
 May 20, 2015

Revised: October 27, 2009