

SOP # 12 Revision: 3-23-16
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Prepared by: Bylaw/Policies & Procedures Comm.
Approved by: Board of Directors

Title: **SANTA ROSA PLATEAU FOUNDATION (SRPF) - NEW BOARD MEMBER ORIENTATION**

Policy: Every new Board member will receive a complete orientation covering the operation of the Santa Rosa Plateau Foundation (SRPF), its finances, the relationship of the governing Board to the operation, and the Director's responsibilities as a member of the Board.

Purpose: To give new Board members the specific information necessary to enable them to perform effectively as a member of the Board of Directors, and to assist the new Board member in gaining a working knowledge of the SRPF's goals and program services.

Scope: New Board member orientation will be provided to all new Board members.

Procedure:

1.0 ORIENTATION

A. The orientation will take place within three months after the new Board member accepts the appointment or is elected in order to allow the new Board member to attend at least two regular Board meetings post appointment/election. While in attendance at these Board meetings, the new Board member will be asked to make a note of any matters that they do not understand and any questions that may arise for discussion at the formal orientation.

B. Formal orientation will consist of a half-day seminar conducted by the Board Development Committee and will include the following:

1. Self-Introductions
2. Mission statement and evolution
3. SRPF history
4. Core Values and Code of Ethics
5. Organizational structure
 - a. Santa Rosa Plateau Ecological Reserve Management
6. Riverside County Parks and Open Space including staff, docents, volunteers, SRPF Members
7. SRPF relationships

8. Overview of the SRPF children's education programs
9. Non-profit liability insurance; SRPF, County, State
10. Q & A period

2.0 BOARD MANUAL, COMMITTEE ASSIGNMENTS, EVALUATION

- A. All new and current Board members will have access to copies of the SRPF Mission Statement, Code of Ethics, Core Values, Bylaws and Policies and Procedures.
- B. The new Board member will be assigned to one or more committees, and will meet with the committee chair to discuss details of committee work.