

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES
POLICY & PROCEDURE**

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Policy #: 510	
Effective Date: November 18, 2016	

Subject: NEW MEMBER ORIENTATION	Original Issue Date: February 18, 2005	Approved by: President, Board of Trustees (Signature on File)
	Supersedes: November 16, 2012	
Individuals / Committees Consulted: Bylaws Task Force Administrative Committee	Reviewed & Approved by: Board of Trustees	

PURPOSE:
To delineate new member orientation.

POLICY:
New members to the Board of Trustees are oriented to the Board and to the College.

PROCEDURE:
The President or designee will provide the new member with:

- Board Members' Handbook
- Review of Board functions and processes including:
 - Member Roles and Responsibilities
 - Status of the College including financial issues
 - Future directions, strategic plan
 - Meeting schedules and procedures
- Tour of the College.

The new member:

- Reviews and signs the Board Code of Ethics and Professional Ethical Responsibilities form
- Reads the Board of Trustees' Handbook
- Familiarizes themselves with College operations.

REFERENCES:
ACCJC Guidelines
Board of Trustees' Handbook

REVISION DATES:
February 18, 2005
August 28, 2009
November 16, 2012
November 18, 2016