

Orientation
for
New Board Members

1. Each new board member is required to attend the orientation.
2. Office keys will be given to each member.
3. President will explain his/her requirements of the assignments each board member will be given.
4. Written job descriptions will be given for most positions.
5. Orientation of the office will include:
 - A. Location of mailboxes
 - B. Function of office equipment
 1. Copy machine
 2. Fax machine
 3. Phone
6. Location of reference books
 - A. Policy book
 - B. Procedure book
7. Location of various files
 - A. Personnel
 - B. Payroll
 - C. Job Descriptions
8. Explanation of roll of each office personnel
9. Explanation of sign off sheets
10. Explanation of Resident Complaints response procedure
11. Overview of Accounting procedures.

The orientation is scheduled for 10:00 AM on the day following the election.
The orientation is expected to last approximately 2 hours.

Approved 4-13-16 *Mary R Boss*