**Revised:** 02/2005

**Cottonwood, Inc.**

**Policies and Procedures**

**SECTION:**  Governing Board **POLICY NO:**  01-001

**SUBJECT:**  Orientation of Board Members **PAGE(S):** 1 of 1

**EFFECTIVE DATE:**  March 1988

**Policy:**

All new Board members will receive a Board Orientation Packet, a tour of one or more of Cottonwood facilities, and on-going orientation at Board meetings. The packet and tour must be received prior to the first meeting as an active member of the Board.

**Procedures:**

1. An individual meeting with the CEO will be held to provide an overview of the agency and to identify the role and function of a Board member.

2. New Board members will be invited to tour facilities with the CEO.

3. New Board members will be given a Board orientation manual for their review.

4. Board members requesting additional information should schedule a meeting with the CEO.