

Model for New School Board Member Orientation

Date/Time	Task	Explanation	Responsibility
May	Welcome	Phone call or letter	School Board Chair and Principal Appointment letter from the Pastor
May	Mentorship	Assignment of one current board member to be mentor for new board member – 1 year assignment	School Board Chair assigns mentor Mentor sets up monthly meetings (in person or phone) with new board member, beginning in May <i>Note: Chair to create advance “pool” of mentors; mentor assignment – 1 year</i>
June	Materials	Receipt of Board Binder and key documents (see below), including calendar of meetings for upcoming year	School administrator provides binder Principal (and Chair , if available) reviews contents with new member
July	Reminder	Reminder to new board member re: first board meeting; offer to answer questions, etc.	Mentor
Aug.	First Board Meeting	Attend first board meeting	Chair and/or Mentor introduces new board member to all current board members (on formal agenda)
Aug.	Training	Two – four hr. training/explanation of School and School Board	Chair , one member of each committee
Within first 6 months	Committee review	Attendance at one meeting of each committee to better understand scope	New Board Member

Materials for Binder:

- Board organizational chart
- Diocese organizational chart
- Bylaws or constitution
- Minutes from last three meetings
- Committee org structure, members, and goals
- Calendar for the year
- Strategic plan
- CSM materials

Optional Materials (from NCEA):

- Benchmarks of Excellence: Effective Boards of Catholic Education
- Glossary of Catholic Educ. Governance Terms
- Duties of an Education Board Member
- Code of Ethics for Catholic School Board Members

