**DRAFT - Board Onboarding Plan**

Concept Overview -

* Designate an Onboarding Lead to provide more focus on and consistency in onboarding activities.
* Utilize the group activity model where possible if there is a cohort of new Board members to increase efficiency in onboarding conversations and provide opportunties for comraderie and learning among new Board members.

Onboarding Lead - A designated member of the Recruitment Committee will support each new Board member, or cohort of new members where applicable, through the first six months of Board service to: Understanding roles; learn how the Board operates; answer questions; and generally assist with the transition.

Facilitate Execuitive Director and Board Chair Recommendaitons - The Onboarding Lead will set up opportunties for a new member or cohort to meet with the Executive Director and Board Chair to receive a welcome and ask any initial questions. The goal is for this to occur as soon as possible after a new member is apppointed.

New Board Member Orientation - The Onboarding Lead will work with the Recruiting Committee, Board Chair, and Execuitve Director to coordinate a new member orientation to better get to know each other, Board roles and exectations, and the work of the DRC. The goal is for this to occur within one month of a new member or cohort being appointed.

Key Components of Onboarding Support -

* *Initial Contact* - The Onboarding Lead should call each new member as possible after they are appointed. The Lead should exchange key contact information, discuss the onboarding plan, providing informaiton on the first Board meeting, and set up a time to meet with the new member or cohort prior to the first meeting.
* *Before First Board Meeting* - The Onboarding Lead should meet with the new member or cohort (as a group, if possible) to:
	+ Answer any questions.
	+ Review relevant upcoming meetings, retreats, etc.
	+ Demonstrate how to use the Board Portal and key documents there.
	+ Review Board responsibilities, expectations, and committees.
* *Between the First and Second Meeting* - The Onboarding Lead should meet with the new member or cohort to:
	+ Answer any questions.
	+ Review relevant upcoming meetings, retreats, etc.
	+ Review the Volunteer Portal.
	+ Discuss Board fundraising responsbilites and approaches to network outreach.
	+ Suggest new members consider attending the first four hours of the 40-hour Mediation training or full course.

Ongoing Onboarding Activiteis and Wrap-Up - After the second meeting, the Onboarding Lead should survey the new member or cohort to understand their continuing onboarding needs, remaining questions, and desire to continue to periodically connect with the Lead or as a cohort. The Onboarding Lead should schedule and tailor any subsequent onboarding discussions or wrap-up activities to meet the needs identified by the new member or cohort. The timeline for wrapping up the onboarding process is flexible based on the needs of the new member or cohort.