

***New Board Member Orientation Procedure***

In order to help new FCCC Board members better meet their commitments and to help build their relationships with the CCC staff.

The following orientation process will be scheduled concurrent with acceptance to the Board for new Board members.

1. Orientation session on responsibilities of Board members and individual responsibilities under the Sunshine Law. The session will be conducted by the FCCC Attorney or other qualified individual.
2. Instruction in how to use Board email ID, including walkthrough demo and written instructions. In addition, written information on forwarding to and accessing from the member's current email software (as needed). Provided by the Executive Director (ED) before or during orientation session.
3. A detailed tour of the facilities and introduction to each staff member. Staff members will explain what they do and answer questions.
4. Invitation to attend/observe Finance, Programs/Events, Governance, and Development Committee meetings and a CCC class soon after election.
5. Receipt of two complimentary tickets to any regular Carrollwood Cultural Center event during the first three months of Board membership.
6. Orientation session on Development Strategy.