

**Cottonwood, Incorporated
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.