



Policy #: 1.200

Effective: October 2004

Revised: October 2004*

New Board Member Orientation

Policy: It is the policy of Menomonie Youth Hockey Association (MYHA) to orient new board members to their role and responsibilities through a systemized and comprehensive approach.

Procedure:

1. After the annual membership meeting and election of board members but before the first MYHA Board of Directors meeting including the new board members, the Past President, President, or designee shall conduct new board member orientation with all newly elected directors and any others on the board who have not previously attended.
2. The following topics and others deemed appropriate shall be covered:
 - a. History of MYHA
 - b. Role of an MYHA Board Member
 - c. MYHA Finances
 - d. Strategic Planning
 - e. Review of binder and resources
3. Each new board member will be issued a complete set of current and historical documents in a board member binder. The binder will include copies of the following:
 - a. MYHA Bylaws
 - b. Legal documents and/or leases
 - c. Policies and Procedure for MYHA
 - d. Parent/Player Handbook (if different than the Policy and Procedure Manual)
 - e. MYHA Board membership list and contact information
 - f. MYHA Board meeting schedule
 - g. Committees and Responsibilities / Who's Who
 - h. Orientation materials per above

This policy is issued by the MYHA Executive Committee and approved by the Board of Directors.