

On-Boarding Checklist for New Directors-At-Large

1.0 OBJECTIVE

To make available to new directors a checklist to help with orientation and on-boarding.
To clearly list the expectations of new directors-at-large.
To inform new directors of their responsibilities.
This document can be used as a reference to help compare Director performance against the expectations.
(See Appendix A in this SOP for complete checklist).

2.0 SCOPE

This SOP applies to the on-boarding checklist that can be used for orientation and training when new directors join the OFPA Board.
Not a performance appraisal but can be used as a performance tool if action needs to be taken for the possible removal of a Board Director.

3.0 RESPONSIBILITY

Executive Board Members should make sure new Directors are aware of this on-boarding checklist.
Assessment will be completed by Executive Board Members (President, Vice President, Treasurer, Past President, and input from OFPA Administrator).

4.0 PROCEDURE

- i) When a new director joins the OFPA Board, the executive will make sure the new director knows about the on-boarding checklist and begins to work through it.
- ii) Any questions from the new Directors should be asked to the OFPA Executive.
- iii) Execution of the checklist will be reviewed by Executive Board by June 10 of the current 1st year for each New Board of Director-At-Large.
- iv) Not a performance appraisal but can be used as a performance tool if action needs to be taken for the possible removal of a Board Director.



Ontario Food Protection Association
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Version: January 7, 2021
Supersedes: December 21, 2020

5.0 DOCUMENTATION CONTROL

At least once per year the Chair will review this SOP and update it to reflect the activities to make sure that it encompasses the updated procedures.

ISSUE DATE	REVISED DATE	STATUS
	January, 2019	Checklist drafted by Joe Myatt.
	February 13, 2019	Presented to BOD at Board Meeting; updated checklist with comments from BOD
	January 6, 2021	SOP drafted around the checklist by SM Chalouh.
	January 6, 2021	Draft SOP sent to Joe Myatt and Denise Horseman for review and comment. Once that is done, it will be ready for website.
	January 7, 2021	SOP updated with comments from Joe Myatt.
January 7, 2021		Ready to post on website



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Appendix A: On-Boarding Checklist for New Directors-At-Large
New Board of Director-At-Large Name: _____

	<u>Expectations of New Directors At Large</u>	<u>Target Date</u>	<u>Completed?</u>
1	<u>General Guidelines:</u>		
1a	Be patient and realistic with yourself during the learning curve	1 st 3 months	
1b	Take ownership for your own onboarding. When you volunteer for a task, you are responsible for 100% of the task. If you need help or cannot fulfill 100% of the task for whatever reason, you must re-assign someone else to the task. In the case of last-minute emergencies, your situation will be assessed case by case by Board Executives.	1 st 3 months	
1c	Speak up with questions and ask for what you need	1 st 3 months	
1d	Build networks and relationships at meetings and during organized events and tasks.	1 st 3 months	
2	<u>Review the following training materials:</u>		
2a	Read the OFPA Constitution & By-Laws and understand them.	By end of January at start of term	
2b	Read the Roberts Rules of order: https://www.dvc.edu/student-services/student-life/pdfs/Roberts-rules-SDSU.pdf	By end of January at start of term	
2c	Read the Volunteer Code of Conduct - found in the Constitution and By-Laws on OFPA Website.	By end of January at start of term	
2d	Find and read the SOPs pertinent to your assignments whether you are chairing, co-chairing, or supporting an event, or committee/sub-committee		
2e	If you have a new proposal or idea please take the time to carefully think out and write the benefits of the concept, and the details on how it might be implemented. By taking the time to do this, it will help to "sell" the idea and clearly communicate it to the OFPA BOD for further discussion. One can obtain templates of other proposals from other BODs to assist in this process.		
2e	Optional Coaching Call with Executive Board Members		
3	Plan to Attend each OFPA Board meeting in person or by phone. <u>FROM CONSTITUTION:</u> The Board shall meet in person a minimum of 8 times per calendar year. Attendance exceptions of any Board Member shall not exceed three meetings. <u>FROM CONSTITUTION:</u> All Board members must attend monthly Board meetings either in person or by call in. If you cannot attend the meeting due to business/personal issues, make the effort to e-mail an update to the rest of the group prior to the meeting being missed.		
4	Be prepared to volunteer or to be assigned to one or two committees and to show progress on tasks that each committee is charged with executing. Be prepared to report progress at board meetings.		
5	Except for Business/Family issues, be prepared to attend or help organize/ complete tasks at minimum 2 OFPA events necessary to make the event successful.		

ASSESSMENT:

To Be Completed by Executive Board Members (President, Vice President, Treasurer, Past President, and input from OFPA Administrator).
Execution of Above to be reviewed by Executive Board by June 10 of the current 1st year for each New Board of Director-At-Large.