

TRIO New Board of Director Orientation

Goal:

The purpose of this orientation is to acquaint new Board members with TRIO history, processes and current challenges, and to invite/encourage their active participation in TRIO meetings and committee work from the very outset as suited to their skills, experiences and interests. This would serve to create a strong bond with TRIO both as an organization and with fellow Board members, insuring immediate productivity, self-fulfillment and long term commitment to our mission.

Method:

Serving as a compliment to the materials previously sent to each Board nominee, this orientation program will provide a one-on-one opportunity to make such information real and fully understandable to the new Board member. In the event that face to face meeting cannot take place in a timely manner, using some form of electronic video conferencing would suffice rather than waiting months before conducting the orientation.

The TRIO web site (<http://trioweb.org>) will serve as the reference material for most of this orientation, both insuring we have it all covered and giving the new members a permanent reference place and a respect for how complete a resource that web site is... no handouts, just on-line materials already in place to support the training.

The orientation is part of the Nominating Committee's role and both its content and execution would be its responsibility, complementing the committee's overall process of recruitment, selection, recommendation and now induction of new members, subject to Board approval of orientation program content. The subject of mentorship and getting new members directly involved in specific activities is also recommended for Board discussion as additional extensions of this orientation process.

The orientation session would be guided by a formal agenda, and conducted by a leader (or team) selected by the Nominating Committee for that purpose. Typically such a session might be offered immediately prior to a Board meeting that is held face to face, if timing permits, but if too long a delay would result, it can be done at any time convenient to the new Board member(s) and the orientation leader.

Orientation Agenda:

1. Welcome and personal introductions
2. Review of this orientation agenda and its purpose
3. TRIO Board Handbook overview
4. TRIO History
5. TRIO organizational structure
 - a. Board composition
 - i. Board membership & terms
 - ii. Board officers & terms
 - iii. Board Executive Committee
 - iv. Board meetings schedule

- v. Intro to existing Board members (ref: profile pages)
 - vi. If not already done, request photo and profile page data
 - vii. Committees of the Board
 - viii. Committee member responsibilities
 - ix. Where do you see yourself on committee(s)?
- b. Chapters
 - i. Active
 - ii. Developing
 - iii. Support groups
 - iv. Organization
 - v. Conditions for chapter affiliation
 - vi. Chartering conditions
 - vii. Chapter membership
 - viii. Member At Large (MAL) “virtual chapter” membership
- c. TRIO National Office
 - i. Managing Services Director (MSD) role and responsibility
 - ii. Office admin procedures manual
- 6. TRIO Bylaws
- 7. TRIO alliances
 - a. UNOS voting member
 - b. UNOS committee support by TRIO members
 - c. Washington Transplant Roundtable member
 - d. Donate Life Hollywood
 - e. Transplant Buddies
 - f. Donate Life America
- 8. TRIO resources
 - a. Newsletter: Lifelines (quarterly to all members)
 - b. Newsletter: TRIO E-News (monthly to all members with e-mail)
 - c. Web site: <http://trioweb.org> (daily updates)
- 9. TRIO services
 - a. Use list of services from web page list with benefits
 - b. “Annual” conference: Leadership and Educational Summit
- 10. Challenges facing TRIO today
 - a. Membership growth
 - b. Membership support and dues
 - c. Financial condition
 - d. Grant update
 - e. Ask for names of other potential Board candidates they could recommend
- 11. Q&A

The formal orientation program training is one step, to be followed up by:

As a Nominating Committee, we need to do more than just **recruit** new Board members. We need to help them get involved so they connect and feel the satisfaction we feel in our accomplishments with TRIO. That is the idea behind the "**New Board Member Orientation**" offered above. Upon further reflection, I'm expanding that thinking to include mentoring each new member of the Board in added ways....

- offering to preview their first two Board meeting agendas one-on-one with them to insure they understand the topics that will be discussed at the meeting, answering any questions they may have about those topics, encouraging them to speak up at that meeting (most are reticent to say anything feeling they are "too new" to say something) if they have something to say about a topic
- encouraging them early on to work with Sylvia to write an article for Lifelines about something they feel passionate about, thus getting them contributing early on, feeling the sense of contribution and recognition, seeing their article in print, and getting our membership to know them through that reading - this also gets them into the practice of thinking about contributing to Lifelines in the future
- making sure we get a photo and their profile page up on the website ASAP after they are accepted to the Board - both gives them a sense of membership, and gives our readers (along with Sylvia's Lifelines bio article of welcome) the opportunity to see the type of people we are getting on the Board
- using that new member orientation to help them volunteer for specific committee membership(s) - that would be an open question raised during that part of the orientation