

Appendix D: Board Transition Procedures

- [New/Departing Board Member Updates](#)
- [Training and Orientation](#)
- [Board Orientation](#)
- [Transitional Meetings](#)

New/Departing Board Member Updates

1. Nominated Board members submit bios and photos to staff in charge for inclusion in the Congregational Meeting packet (early May)
2. Update Website, Church Center Online and any building signage/displays
3. Update Board email address.
4. Update Bank signer (with Board President change)
5. Update Basecamp
6. Update emergency contact by front door
7. Update UUA (with Board President change)

Training and Orientation

1. New Board members are invited to Board Orientation and year-end Board meetings (optional)
2. Update Board Handbook
3. Review Board Handbook and Basecamp with incoming members
4. All Board members disclose any potential conflicts of interest (Appendix E) and sign and return the form to the Board President
5. Board President and Vice-President/President Elect establish Board Retreat dates, location and agenda

Board Orientation

- Board as Fiduciary
- Role of Ministry and relationship to the Board
- Defining Means and Ends
- Church organizational structure
- Overview of Policy-based Governance and resources to learn more
- Policy
- Board roles and committees
- Church Values, Mission and Vision (Ends)
- Board Basics - meetings, covenant, goals, expectations
- Current Board member experiences
- *Additional information, resources and follow-up as requested/needed

Transitional Meetings

June Board Meeting

- Potluck dinner
- Reflections from outgoing members
- Board monitoring
- Finalize calendar for July - September including Board Retreat
- Review annual meeting

July Board Meeting

- New member introductions
- Select new officers and committees assignments
- Confirm meeting dates for the Board year
- Chalice reading sign ups
- Sign Conflict of Interest Disclosure
- Finalize Retreat Agenda