

BOARD OF DIRECTORS ORIENTATION

PURPOSE

To establish methods through which members of the LADD Board of Directors can learn about the organization and their responsibilities to be an effective board member.

SCOPE

This policy applies to members of the Board of Directors.

POLICY

It is the policy of LADD that new Board members receive an orientation/overview of the organization's history, mission, operations, financial stability, policies and procedures, annual Quality Improvement Plan, Strategic Plan and Board Responsibilities.

PROCEDURE

Each new member of the Board of Directors will receive an orientation/overview of the organization's history, mission, operation, financial stability, policies and procedures and annual Quality Improvement Plan and the Strategic plan through discussions/presentation with current members of the Board of Directors, the Board President, Executive Director and other designated personnel.

1. New members will meet as arranged with the Board President and/or Executive Director. There will be time established for feedback and questions from the new member. The following information will be provided/discussed:
 - a. Information in the Board of Directors Orientation Book including Website information and ability to review Code of Conduct Handbook and Policies/Procedures electronically.
 - b. Review History of Company
 - c. Review Financial Audits/Financial History
 - d. Review the Strategic Plan and Annual Quality Improvement Plan
2. Meet with other Board Members
3. Visit Programs
4. Review of the following Board Responsibilities:
 - a. By-laws
 - b. Articles of Incorporation
 - c. Mission, Vision and Values
 - d. Board Leadership, Governance and Accountability Policy
 - e. Accounting, Financial Management and Reporting Policy
 - f. Board of Directors Conflict of Interest Policy
 - a. Code of Ethics Declaration Signed and submitted to Board President
 - g. LADD Compliance and Ethics Plan (CEP) which all employees are trained and applies to Board Members as Governance of the Organization. Noted policies for the Board include:
 - a. Record, Retention and Destruction Policy – required
 - b. Whistle Blower Policy - required
 - c. LADD Conflict of Interest Code of Ethics Policy – required
 - d. Gifts, Bequests and Donations Policy – required
 - e. Compliance and Ethics Program with HIPAA Safety and Security Policy
 - f. Additional policies to note in the Compliance and Ethics Plan (CEP): Duty to Warn, Standards of Conduct, Good Moral Character, Compliant Reporting, Open Door Communication, Corporate Responsibility, Corporate Giving, Social Media, Trademark & Logo Use, and Fund Raising.

- h. LADD Corporate Structure and Communication Chain
- i. LADD Leadership Policy
- j. LADD Steering Committee Policy
- k. LADD Contract and Credentialing Policy
- l. Most Recent Annual Outcome Report
- m. Financial Reports
- n. Executive Reports
- o. Any other minutes/information from Committees, Special Projects, etc.

5. Board Members have the ability to contact the Board President and/or Executive Director at any time to ask questions, discuss concerns, and seek additional information.

6. Ongoing trainings and information will be made available to the Board through agendas, meetings, on line trainings and other materials and/or events.

