



**Title: New Director Onboarding**

**Effective Date: 4/24/19**

**Review Date: 10/14/20**

**Definitions: N/A**

**Purpose:** To provide new Directors resources and an effective framework in which to learn this very important public service role.

**Policy Statement:**

1. New Directors will sign a Board Agreement and conflict of interest disclosure within one month of election/appointment.
2. New Directors will be immediately provided with a Board Manual which will include:
  - Current Bylaws, Articles of Incorporation, and Charter
  - Current Budget and last quarterly statement
  - Board Activity Calendar
  - Strategic Plan
  - GCS's most current School Performance Framework and Unified Improvement Plan.
  - Resources on Colorado Open Meetings laws (COML)
  - Contact information for all Directors and Administration
  - Sub-Committee names and descriptions
  - Minutes from the previous 2 meetings
  - Descriptions of officer responsibilities
3. New Directors will be assigned a mentor on the Board for a 3 month period to use as needed.
4. New Directors will participate in annual board training each spring or summer
5. New Directors are encouraged to complete the CO Department of Education Charter School Board Training Modules found at <http://www.cde.state.co.us/cdechart/accessguide>
6. After being sworn in, the Board will vote to authorize the new Director to be a signer on the GCS bank account.