

UMATILLA MORROW RADIO & DATA DISTRICT
NEW BOARD MEMBER ORIENTATION POLICY

The board and its staff shall assist each new member-elect and appointee to understand the board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

- New members shall be invited to attend and participate in public board meetings prior to being sworn in.
- The district administrator shall provide material pertinent to district meetings and respond to questions regarding such material.
- New members shall be invited to meet with the district administrator and other district personnel to discuss the services each performs for the district.
- The district administrator shall give each new board member:
 - An updated copy of the district's policies and procedures.
 - A copy of the Attorney General's "Public Records and Meetings Manual."
 - Copies of the minutes of all board meetings, except for executive sessions, for the preceding twelve (12) months.
 - Copies of the district's last five (5) budgets.
 - Copies of the district's insurance policies.
 - Copies of all such documents as the attorney[s] for the district may recommend with respect to any pending claims or lawsuits.
 - A list of all district personnel by position.
 - Such other materials as the board may direct or the district administrator deems appropriate.