

OPERATIONAL PROCEDURE



Title: Board of Director Transitions	Number: N/A
Cross Reference:	
Approved by: SD ENA Board of Directors	Origination Date: 2008
Revised by:	Approval Date:
Review date: 2020	Revision Date: 2011, 2014

I. **PROCEDURE PURPOSE:**

Orientation of current practices, bylaws, and operational guidelines for new board members.

II. **PROCESS:**

Objectives

- Seamless transition
- Orientation
- Q&A with immediate past board members
- Initiation of upcoming scheduled events
- Review bylaws
- Review, and if needed update, operational guidelines

Duties

- Review bylaws
- Review and revise operational guidelines
- Establish timeline for upcoming meetings, mailings, and elections at the beginning of term
- Attend transitions meeting
- Attend Leadership Orientation

OPERATIONAL PROCEDURE

