

NEW TRANSIT BOARD MEMBER ORIENTATION

Roberta Boomer

Chair,

Transit Board Support Subcommittee

Transit Board Members &
Board Support Seminar



WHAT THE ONE-ON-ONE WITH THE CEO/GM COULD LOOK LIKE:

- Understanding the inner-workings of the Organization (Fundamentals of Transit)
 - What are the current issues?
 - Long-Range Plan
- Roles of Board Members and Policy Makers
- Sustainability
- Strategic Direction of the agency
- Mission of the Agency
- Understanding which issues should be taken to the CEO
- Board Member's role in safety

WHAT THE ONE-ON-ONE WITH THE CHIEF FINANCIAL OFFICER COULD LOOK LIKE:

- Funding Sources
- Compensation
 - Travel & Local Expense Policies Specifics
- Financial Disclosures
- How budget relates to agency mission
 - Being good stewards of taxpayer money
- Budget Overview & Training
 - Adopting & Amending Budgets
 - How the budget process works
- Board member's role in budget accountability
 - Explain their fiduciary duty

WHAT THE ONE-ON-ONE WITH THE BOARD CHAIR COULD LOOK LIKE:

- Board Governance Overview
 - Who do we serve?
 - Governing style
 - Discipline for policy, bylaw, statute or oath of office violations
 - Duty of Care
 - Governance vs. Administration
- Committee Structure & Assignment
 - Expectations/policy of attendance
 - Board member liaison responsibility
- Reporting Structure (Compensations & Performance Evaluations)

WHAT THE ONE-ON-ONE WITH THE BOARD CHAIR COULD LOOK LIKE: (Cont.)

- Understanding priorities & expectations as a board member
 - Their role with local politics and as advocates
 - Appropriate use of technology during meetings
- Assignment of a Mentor
- Encourage them to ride the system
- Parliamentary Procedures (Roberts Rules of Order)
- Perform an exit interview with outgoing trustees for productive feedback

WHAT THE ONE-ON-ONE WITH THE GENERAL COUNSEL COULD LOOK LIKE:

- Conflicts of Interest Checklist & Disclosure Form
- Open Meetings Act Review & Training Requirement
- Ethics Overview
- Vendor Communications with Board Members/Open RFP Policies
- Overview of Bylaws
- Enabling Legislation
- Meet the Legal Team
- Open Records Law
- Difference between “Policy” and “Politics” & “Policy” and “Administration”
- Relevant Local Laws
- What cases they should know about
- Personnel Policies: Nepotism
- Transit District Act
- Records Management Policies & Procedures

WHAT THE ONE-ON-ONE WITH THE COMMUNICATIONS OFFICER COULD LOOK LIKE:

- Internal/External Communication Guidelines
 - Dealing with the Media
 - Written communication between outside parties & board members
- Department Structure & Outside Public Relations
- Review Talking Points of Current Events



WHAT THE ONE-ON-ONE WITH THE BOARD SUPPORT PERSONNEL COULD LOOK LIKE:

- Handbook Orientation & Review
- Communications within the Agency
- Fill out all necessary on-boarding forms
- System-wide tours
- Expense Reimbursement
 - Teach them the procedure
- How APTA integrates with the Agency
- Understand and Accommodate any Special Needs
- The role of Board Support personnel and how the Board Support office functions

WHAT AN “IDEAL” BOARD ORIENTATION HANDBOOK COULD INCLUDE:

- State of the Agency – Brief Overview/History – Various Reports
- Board Policies
- Bylaws and establishing legislation
- List of acronyms
- Organization Chart of Transit Agency
 - Resumes of Senior Staff
- Contact information for other Board members
- APTA Board Orientation Handbook
- Open & Public Meetings Act
- Schedule of Meetings
- Travel & Local Expense Policies

WHAT AN “IDEAL” BOARD ORIENTATION HANDBOOK COULD INCLUDE (continued)

- Forms
 - I-9 (Federal employment verification form)
 - Compensation
 - Oath of Office
 - Affidavit of Recusal
 - Conflicts Disclosure Form
 - Financial Disclosure Form
 - Sample Certificate of Open Government Training
- Roberts Rules: Cheat Sheet
- Listing of current RFP’s & vendors involved
- (bound, thumb drive, or web version)

WHAT THE ONE-ON-ONE WITH THE TECHNOLOGY OFFICER COULD LOOK LIKE:

- Assist them with technology needs/training
- Duty to Preserve Electronic Communications policy review

THANK YOU TRANSIT BOARD SUPPORT PROFESSIONALS!!!

- Rebecca Cruz – Orientation Subcommittee Chair
- Debra Longoria
- Rebbie Ellisor-Taylor
- Michaela Dimas
- Rosa Diaz