

Board Members Onboarding Process

Candidate identified

- a. Pathways Leadership makes phone contact and a Board Information Packet is mailed to the candidate. Candidate returns the enclosed personal information page.
- b. The candidate has an informal informational session with Pathway leadership and a member of the board to gauge suitability and interest. The Pathway Homes mission is explained and the written materials sent to the candidate are discussed further. A board member also participates in this meeting if possible to explain the role of the Board, time commitments involved, etc.
- c. The candidate visits a Board Meeting as a guest, to meet other Board members and to experience how a Board meeting is run.
- d. A call is made within a week of the Board meeting. If the Board feels that the candidate is a good fit, the candidate is asked if he/she would like an additional meeting, with Leadership and/or a Board member to discuss the organization and the Board further, and/or if the candidate needs additional time to consider the position, a response time is set.

2. Candidate attends the next scheduled Board meeting and is formally nominated and voted on to the Board.

3. Following the Board meeting:

- a. The new Board member is sent a welcome letter from the CEO and President of the Board.
- b. The Board member is provided a Board of Directors Orientation and Reference Manual.
- c. The Board member is provided a copy of the BoardSource "Ten Basic Responsibilities" booklet.
- d. The new Board member is assigned an experienced Board member as a "Board mentor" for the first year of the appointment. The Board mentor contacts the new Board member to welcome the member and provide any guidance required to orient the member before the first Board meeting.

4. New Member Undergoes Formal Orientation

- a. In advance of the next scheduled Board meeting, the new member is scheduled for a four-hour orientation with Pathways' leadership, including 30 minute meetings with:
 - i. Chief Executive Officer
 - ii. Chief Financial Officer
 - iii. Vice President for Finance
 - iv. Director of Development and Major Gifts

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- b. The orientation ends with a visit to Stevenson Place, where the member meets with the Director and tours the facility.
- c. If the member indicates interest, the member may be provided an additional tour of a nearby Pathway Homes group home.

5. New Member Follow-Up

- a. The Board President, mentor and new member should meet shortly before or after the new member's next board meeting to discuss the new member's progress and to ensure a smooth transition onto the Board.