

Wright State University Board of Trustees Onboarding Process

Policy Statement: It is the expectation of the Board of Trustees that each new board member is afforded the opportunity to participate in a structured onboarding process to facilitate their smooth transition into board participation and trustee effectiveness.

Within the first three months of formal appointment into the board position;

1. The Trustee will be provided an orientation binder or packet of information containing relevant documents including, but not limited to: Policies, By-Laws, the latest financial documents, the Strategic Plan with Goals/Objectives, University history and campus orientation material, meeting schedules, and Board/Administration bios and contact information.
2. Each Trustee will be assigned a current, experienced board member to mentor the new trustee and ensure an effective execution of the onboarding process.

The mentor/mentee relationship will:

- Help the new member understand strategic plans, priorities and direction of the University
 - Facilitate board member acclimation by sharing about board culture, meeting processes, board structure, committee-level activities, University processes & policies, etc.
 - Assist with introduction of new board member to key University leaders and stakeholders
 - Engage with new board member, address questions, and provide historical context for topics/issues before the board
 - Provide inputs and feedback regarding board/committee proceedings
3. The Trustee will be offered a campus orientation program to include a familiarization tour of primary schools and facilities
 - If available, the current Student Trustee(s) will assist in the planning and hosting the tour in close coordination with the Administration and the assigned mentor.

Within the first year of appointment:

4. The Trustee will be provided one on one meeting opportunities with the Administration's leadership team as well as other on campus governance organizations (i.e. Faculty Senate leaders, Student Senate leaders, Deans, etc.). Meeting with the Administration leadership team should be planned within the first six months, and preferably by the 3-month point from time of appointment.
5. The Trustee will be provided additional training and orientation opportunities involving relevant programs, people and processes.