

State Society Leadership Onboarding Package

For New Board of Directors & Appointed Leadership Members

1. Welcome & Purpose

Welcome to the State Society Board of Directors. This onboarding package is designed to ensure every new leader has a clear understanding of our mission, governance structure, expectations, and available resources.

This package will help you:

- Understand Society governance and operations
- Clarify expectations of Board service
- Access tools and resources needed for success
- Support a smooth transition into your leadership role

2. Board of Directors Overview

The Board of Directors is responsible for:

- Strategic direction
- Fiscal oversight and accountability
- Policy development and compliance
- Representation of member interests
- Alignment with AARC initiatives

Board Member Expectations:

- Attend and actively participate in meetings
- Prepare for meetings by reviewing materials
- Serve on at least one committee
- Communicate professionally and collaboratively

- Uphold bylaws and ethical standards

3. Governance & Required Reading

New members should review the following documents within their first 30–60 days:

- AARC Bylaws
- State Society Bylaws
- State Society Handbook
- Chartered Affiliate Handbook
- Parliamentary Procedure
- HOD Policy & Guide Manual
- Revenue Sharing Agreement
- Co-Marketing Contract (if applicable)

4. Meetings & Communication

Board meetings are typically held quarterly. Executive Committee meetings may occur more frequently.

- Attend all scheduled meetings
- Review agendas and reports in advance
- Participate in discussion and voting
- Maintain confidentiality when required

5. Committees & Engagement

- Serve on assigned committees
- Support committee goals and report progress
- Assist with events, conferences, and initiatives

6. Ethics, Conduct & Representation

- Maintain professional conduct
- Avoid and disclose conflicts of interest
- Represent the Society positively and ethically

7. Leadership Development

- Attend AARC Leadership Bootcamp
- Participate in leadership development opportunities
- Engage in mentorship and succession planning

8. Role-Specific Checklists

Additional role-specific checklists are provided separately for officers, delegates, and committee chairs.

9. Acknowledgment

I acknowledge that I have reviewed the State Society Leadership Onboarding Package and understand my responsibilities.

Name: _____

Role: _____

Signature: _____

Date: _____