

Develop and Systemize Orientation Materials (Welcome & Departure)

CELA Strategic Planning session

WELCOME PROCEDURES

When: Orientation for newly appointed Board of Director members will be scheduled in conjunction with the CELA Annual Board Meeting, preferably immediately prior to the meeting, so that new members may attend the Board meeting to:

- Meet the existing Board members
- Learn about CELA business and practices
- Transfer files and provide access to necessary files
- Promote mentorship from outgoing Board members

Orientation Packets: Orientation packets will be updated by the Past President and Executive Director and distributed by the Executive Director. They will be provided for elected Board of Director positions including President Elect, 2nd VP, VP for Research and Creative Scholarship, Secretary and VP for Communications, Publications and Outreach, Treasurer, Regional Directors, and the Student Director.

Packets will include

1. Welcome letter including history of CELA and mission
2. Orientation packet based on the position including terms of service and access to dropbox files, expectations, perks, funding and process for reimbursement, conditions for funding, vacancy, resignation, termination
3. Regions
4. Standing committees
5. Volunteer Leader Statement of Mutual Expectations
6. Forms: Letterhead, Expense form, Reporting form

DEPARTURE PROCEDURES

When: Departure procedures will occur at the end of the CELA Business and Awards Luncheon after the commencement of the newly appointed BOD members.

Departure Packets: Departure packets will be updated by the Past President and distributed by the Executive Director. Packets will include:

1. Appreciation letter
2. Certificate of Service to be given at the CELA Business and Awards Luncheon
3. Outgoing survey