

**NORTHERN MICHIGAN REGIONAL ENTITY
ADMINISTRATIVE MANUAL**

PROCEDURE NAME: NEW NMRE BOARD OF DIRECTORS MEMBER ORIENTATION PROCEDURE
CHAPTER: TWO - GOVERNANCE
POLICY #: 02-02-004
EFFECTIVE DATE: March 25, 2015

PURPOSE

The purpose of this procedure is to provide a means to orient new members of the Northern Michigan Regional Entity (NMRE) Board of Directors and Substance Use Disorder (SUD) Policy Oversight Board.

APPLICATION

All new members of the NMRE Board of Directors as appointed by CMSHP Boards of Directors or Substance Use Disorder Policy Oversight Board Members as appointed by his or her County's Board of Commissioners.

PROCEDURE

NMRE BOARD OF DIRECTORS

1. When appointed, the CMHSP Director will forward contact information to the NMRE CEO and Executive Assistant.
2. The CEO will arrange a meeting with the newly appointed Board Member and one of the other representatives from that CMHSP, if possible.
3. During the meeting, the CEO will provide the following information:
 - a. NMRE ByLaws
 - b. NMRE Operating Agreement
 - c. NMRE Mission and Vision Statements
 - d. NMRE Organizational Chart
 - e. List of NMRE Board Members, SUD Policy Oversight Board Members, and Committee Members
 - f. Contact Information for NMRE CEO and Executive Assistant
 - g. NMRE Board Governance Policy
 - h. NMRE Conflict of Interest Policy
 - i. Acronym List
 - j. NMRE Member Handbook
 - k. Past 12 months of Board meeting minutes
 - l. Copy of PA 500 of 2012
 - m. Past 12 months of SUD Policy Oversight Board meeting minutes
 - n. Current Quarterly Financial Reports
4. The CEO will also explain the Board meeting schedule, per diem policy, and provide necessary paperwork relating to these payments.
5. At the New Member's first Board meeting:
 - a. A fellow Board Member from the same CMHSP will introduce the New Board Member.
 - b. New Board Member will be given an opportunity to share background, interest, etc. with the Board.
 - c. Other Board Members will introduce themselves to the new Board Member.

SUD POLICY OVERSIGHT BOARD

1. When notified by a County that a new member has been appointed, the NMRE CEO will contact the individual to schedule a meeting, prior to the next SUD Policy Oversight Board meeting, if possible.
2. The NMRE CEO and the NMRE SUD Services System Coordinator will meet with the new Board Member. During the meeting, the following information will be provided:
 - a. PA 500 of 2012
 - b. NMRE SUD Policy Oversight Board ByLaws
 - c. NMRE Mission and Vision Statements
 - d. NMRE Organizational Chart
 - e. List of NMRE Board Members, SUD Policy Oversight Board Members, and Committee Members
 - f. Contact information for the NMRE CEO and Executive Assistant
 - g. Past 12 months of SUD Policy Oversight Board meeting minutes
 - h. NMRE SUD Conflict of Interest Policy and related forms
 - i. Acronym list
 - j. NMRE Member Handbook
 - k. Current FY Budget for SUD Services
3. The CEO will also explain the SUD Policy Oversight Board meeting schedules, per diem policy, and provide necessary paperwork relating to these payments.
4. At the new Member's First SUD Policy Oversight Board Meeting:
 - a. The CEO will introduce the new Board Member
 - b. The New Board Member will be given an opportunity to share background, interest, etc. with the SUD Policy Oversight Board
 - c. Other SUD Policy Oversight Board Members will introduce themselves to the new Board Member.

REFERENCE

REVISED: December 23, 2015

REVIEWED: December 7, 2015

APPROVED: March 25, 2015

Signed copy is on file with NMRE

 Dave Schneider
 Chief Executive Officer
 Northern Michigan Regional Entity

 Date