

**CALIFORNIA AGENTS AND HEALTH INSURANCE PROFESSIONALS
LOS ANGELES CHAPTER (CAHIP-LA)
POLICY & PROCEDURES**

POLICY TITLE: Board of Directors Orientation and Training
CLASSIFICATION: Board of Directors
POLICY NUMBER: 2007
DEPARTMENT COORDINATOR: President
MOTION: Bruce Benton
DATE APPROVED: June 14, 2024
AMENDED:
APPROVED BY: Board of Directors
REVIEW DATE: 2027

PURPOSE: To establish training and support for new board and committee members thereby improving continuity of business plan and fiscal efforts.

POLICY: The Board of Directors, as local leaders, shall make the continuity of training a priority at the beginning of each Association year, and such training will take place as early in the Association year as possible. The incoming President assisted by the Executive Committee and Executive Director shall be responsible for content and implementation of this training. Completion of the training shall be mandatory for all members of the current and incoming members of the Board of Directors.

PROCEDURE(S):

- 1.) Review expectations of each board member, review sample minutes, agenda, and meeting rules of conduct and discuss role of CAHIP-LA mission, values, and strategic plan.
- 2.) Review committee specific job descriptions and expectations, CAHIP-LA calendar and website capabilities.
- 3.) Review P&Ps and bylaws pertaining to ~~that~~ these areas and recommend any changes.
- 4.) It is recommended that all Board members view the governance related videos on the NABIP website.
<https://nabip.org/chapter-resources/chapter-tools/chapter-resources-tools>
- 5.) It is recommended that all Board members sign a Commitment Letter outlining the expectations and responsibilities of their Board position including attendance and Board meetings.

FINANCIAL IMPACT: Cost of training shall be determined at the Board of Directors annual budget meeting.