

JA CAZ Board of Directors

Mentoring New Board Members

Ensures the success of new board members
Welcome, integrate and engage from day one!

Any board member can serve as a mentor

Responsibilities:

- **Make Contact** - Before their first board meeting to help him/her know what to expect
- **Meeting Host** – Be the first friendly face the new board member sees upon arrival, save them a seat next to your own, and make sure to make informal introductions, provide explanations or additional background information
- **Introduction at First Meeting** – Brief formal introduction to board. Work with the board chair to ensure the agenda allows time for the introduction
- **Follow-up Between Meetings** – Debriefing after meetings is especially important for new board members who may be looking for some additional information, a bit of history, or the perspective that a long-time board member can bring
- **Missed a Meeting?** - Take the time to call/email and walk through some of the key discussion items. Gently remind about the importance of meeting attendance
- **Committee Assignments** – Encourage involvement in JA and/or Board committees