Interagency Committee of State Employed Women (ICSEW)

Procedure No.: 120.1

Procedure Name: Board Member Recruitment and Onboarding/Offboarding

PROCEDURE

Recruitment

Announcements for positions open for recruitment will be posted by the Executive Chair, Vice chair, or Executive Co-secretaries in the OFM-Teams-ICSEW-Executive Board General Channel and the OFM-Teams-ICSEW-Members General Channel. The Communications Sub-committee will send these announcements via GovDelivery, will post in the Announcements section of ICSEW webpage and will post to all active social media channels.

Onboarding

When a new board member starts their position, they will meet with the current board member(s), Executive Chair and Vice-Chair to:

- Review general policy and procedures.
- Review role specific policy and procedures.
- Review Role and Responsibilities Timeline found in Teams
- Ensure name and biography are updated on the website.
- Ensure that a new monthly Sub-committee meeting has been scheduled through Executive Co-secretaries on the ICSEW Outlook calendar, if applicable.

Offboarding

When a board member vacates their position, it is their responsibility to ensure the new board member has all the resources available to be successful as the new board member.

RELEVANT LAWS/RESOURCES

ICSEW Bylaws