

CCARC Onboarding Officers and Directors Policy

Introduction

The process for new officers and director assuming their position needs to be formalized for two key reasons. The officers and directors must be aware of key policies, the bylaws and the task matrix of responsibilities. Familiarity of the bylaws and key policies are required in order to carry out their duties and protect the club’s interest. The task matrix is key to the operation and continued continuity of the many operational aspects of the club. Even though officers and directors change periodically, many of the tasks that they oversee are performed by dedicated members year to year leading to a high continuity of purpose.

In addition, each new officer or director should review any ongoing issues or activities with the outgoing person within 30 days of being appointed or elected to office.

Key Document review

As key part of this process each officer and director should acknowledge reading and understanding the following documents.

- Bylaws Date _____
- Non-Discrimination Policy Date _____
- Non-Harassment Policy Date _____
- Conflict of Interest Date _____
- Task Matrix Date _____
- Job Description/Drop Box Date _____
- Duties and Obligations Date _____
- Purpose and Goals Date _____
- New Position _____
- Member Name _____

Signature _____

Transition review with previous officer or director

Previous officer or director _____

Date of review _____

When completed turn into the Records Director for archiving.

Approved by the CCARC Board of Directors 4 January 2022