

Greater Tacoma Community Foundation
New Board Member On-Boarding Process
2023



Purpose

Support new board members to bring their full lived experience and expertise to governing GTCF through comprehensive learning experiences and materials that will offer:

- An approach that not only informs incoming members of organizational policy and procedure but methods of achieving a progressive understanding and engagement with critical facets of the operation.
- A functional understanding of GTCF's Strategic Framework to include the interconnectivity with its vision, mission, values, crosscutting strategies and the on-going work of the Foundation.
- Materials and planned experiences that enables the new member to crystalize their understanding of trust-based philanthropy and GTCF's niche as a community-based Foundation.
- A personalized plan (materials, resources and engagements) that helps the new member gain an understanding, and if possible empirical knowledge, of how their strengths and expertise can be utilized in a most effective and valuable way as a contributing board and committee member.

Standard Practices

All new board members will:

- Be assigned a board mentor (members with at least one year of experience as a board member)
- Be provided or directed to information on the duties and responsibilities of board members and officers, board committees and staff positions. Also, GTCF policies and regulations as appropriate.
- Be trained how to use BoardPaq to access board related information.
- Be informed of the collaborative process for developing an individualized on-boarding plan

On-Boarding Process

- A one-year period with specific objectives and activities defined on a quarterly basis.
- A collaborative process including an assigned mentor, GTCF CEO and staff members and Board members.
- This is intended to be comprehensive but not prescriptive i.e., a self-paced process.

Q1 Goal

Gain a fundamental orientation to organizational Mission, Strategy, Structure, Policies, and Procedures

New Member Objectives	Learning Pathways	Facilitated By
1. Participate in new board member orientation session.	A. In-person or Zoom Session	CEO and senior staff or designated staffs
2. Be aware of critical policies, rules and regulations as a community-based foundation	<p>A. Digital and hard copy materials that cover most essential information for meaningful Board participation</p> <p>B. Cross-reference policy and regulations with GTCF services, functions, and strategic actions.</p>	<p>Presented by CEO and senior staff or designated staffs</p> <p>Ref. Materials:</p> <ul style="list-style-type: none"> • Board Quick Reference Packet • BoardPaq Library
3. Understand organizational structure and staff responsibilities.	A. One-on-one chats with members of senior leadership team	<p>New Board member and/or mentor</p> <p>Ref. Materials:</p> <ul style="list-style-type: none"> • <u>GTCF Team Photos, Titles, and Profiles on GTCF.org</u> • BoardPaq : <ul style="list-style-type: none"> a) Staff profile and responsibilities b) Board Committee Charters and Rosters
4. Learn how GTCF's strategic framework and actions support GTCF's mission in Pierce County	<p>A. In-person or Zoom Session</p> <p>B. Strategy Collateral</p>	<p>CEO and senior staff or designated staffs</p> <p>Ref. Materials:</p> <ul style="list-style-type: none"> • Distributed materials • BoardPaq

Q2 & Q3 Goal

Gain a functional understanding of GTCF's Strategic Framework to include the interconnectivity with its vision, mission, values, crosscutting strategies and the on-going work of the Foundation.

New Member Objectives	Learning Pathways	Facilitated By
<p>1. Engage in opportunities for a first-hand and empirical understanding of GTCF Community Impact Catalytic work</p>	<p>A. Attend community events and experiences curated by staff that illustrate trust-based philanthropy and GTCF's niche as a community-based Foundation.</p>	<p>GTCF leadership, Mentor and Board members or self-initiated [Lori – suggests Seth]</p> <p><i>Ref. Materials:</i></p> <ul style="list-style-type: none"> • <i>Monthly Event Opportunity Notices delivered by Staff</i> • <i>GTCF.org Event Calendar</i> • <i>GTCF Social Media Community Calendar Spotlight Posts</i> <ul style="list-style-type: none"> ○ Facebook ○ LinkedIn
<p>2. Build a broader understanding of GTCF as a community foundation</p>	<p>A. Participate in developmental and informational seminars, webinars, and articles curated by Staff and Board</p>	<p>GTCF leadership, Mentor and Board members or self-initiated [Lori suggests Kathi & Mentor]</p> <p><i>Ref. Materials:</i></p> <ul style="list-style-type: none"> • <i>Distributed materials from Staff and Board</i> • <i>BoardPaq</i>
<p>3. Gain an understanding of GTCF committees and their functions</p>	<p>A. Review committee descriptions, responsibilities and member composition</p> <p>B. Attendee one of each committee meeting</p>	<p>Mentor via Board Paq or self-initiated [Lori suggests GTCF admin staff]</p> <p><i>Ref. Materials:</i></p> <ul style="list-style-type: none"> • <i>Distributed materials from Staff and Board</i> • <i>BoardPaq</i>

<p>4. Select a committee to serve on</p>	<p>A. Connect with Committee Chair</p>	<p>Committee Chair, GTCF staffs [Lori suggests that the new member choose a committee at the start of the year; otherwise, we won't have their voices engaged in a structured manner as the committees and Board and staff do their work.]</p>
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Q4 Goal

Begin to realize the full potential and impact of the new Board member

Objectives	Method(s)	Facilitated By
<p>1. Engage in opportunities for a first-hand and empirical understanding of GTCF Community Impact Catalytic work</p>	<p>A. Attend community events and experiences curated by staff that illustrate trust-based philanthropy and GTCF's niche as a community-based Foundation.</p>	<p>GTCF leadership, Mentor and Board members or self-initiated [Lori – suggests Seth]</p> <p><i>Ref. Materials:</i></p> <ul style="list-style-type: none"> • <i>Monthly Event Opportunity Notices delivered by Staff</i> • <i>GTCF.org Event Calendar</i> • <i>GTCF Social Media Community Calendar Spotlight Posts</i> <ul style="list-style-type: none"> ○ <u>Facebook</u> ○ <u>LinkedIn</u>
<p>2. Assessment</p>	<p>A. New Board member and mentor provide a year-end review and assessment to include observations, impressions and</p>	<p>CEO and Governance Committee</p> <p>Ref. Materials:</p> <ul style="list-style-type: none"> • Assessment Report TBD

	opportunities for improvement	
3. Acknowledge and celebrate contributions	A. Share community and/or organizational involvements that advance GTCF's mission and values on GTCF.org and through social media or other pathways	GTCF and Board leadership, Mentor
4. Help strengthen Board composition	A. Based on year-to-date understanding of GTCF, request input on any potential new board member the Governance Committee might explore.	CEO and Governance Committee Chair

