

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	BOT Orientation
CLASSIFICATION:	Board
POLICY NUMBER:	03-03-B
MOTION:	Beth Ashmore
SECONDED:	Tom Kaufman
DATE APPROVED:	June 27, 2003
AMENDED:	August 18, 2008
SUNSET DATE:	2012

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 Trustees, as national leaders, shall make the continuity of training a priority at the beginning of each fiscal year, and such training will take place in conjunction with the National Convention. The incoming Vice President assisted by the executive committee, EVP and CFO shall be responsible for content and implementation of this training. Attending will be current BOT, incoming board, candidates and incoming national committee chairs.

PROCEDURES:

- I. Review goals of each board member and committee and note coordination with overall NAHU strategic plan.
- II. Review committee specific R/C chart, job descriptions, expectations, NAHU calendar and website capabilities. Evaluate any coordination plans between national, regional, state and local level volunteers and staff.
- III. Review purpose of BOT liaison and RVP in regional training and coordination.
- IV. Review committee's budget and recommend changes if any. Budget recommendations will be coordinated with staff for maximum efficiency.
- V. Review committee's P&Ps and any bylaws pertaining to that area and recommend any changes.
- VI. Review all NAHU legislative position papers.
- VII. Review sample minutes, agendas and rules of conduct.

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