

# COO Plan for Incoming Board Members (May–June Transition Period)

## Purpose

To ensure a smooth, professional, and informed transition for incoming Board of Directors members whose terms officially begin in July. This plan outlines expectations, structure, and engagement guidelines for their participation in May and June meetings in a non-voting, observational capacity.

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## Objectives

- Provide incoming directors with clear insight into board operations, governance, and strategic priorities.
  - Facilitate relationship-building between current and incoming board members.
  - Ensure continuity and minimize onboarding time once terms officially begin.
  - Maintain meeting integrity while allowing structured observation.
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## Participation Guidelines

### Role of Incoming Directors (May–June)

- Attend all scheduled board as **non-voting observers**.
- Participate in discussions **only when invited by the Board Chair**.
- Refrain from making motions, voting, or influencing outcomes prior to official term start.
- Maintain confidentiality and adhere to all board policies.

### Role of Current Board & Leadership

- Welcome and integrate incoming members into the meeting environment.
- Provide context for discussions, especially on ongoing or complex issues.
- Encourage questions outside of formal meeting proceedings when appropriate.

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## Pre-Meeting Preparation

### Information Packet (Distributed Before June Meeting)

- Board bylaws and governance policies
- Strategic plan and current priorities
- Organizational structure and leadership overview
- Committee assignments
- Meeting calendar and key dates

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## Meeting Structure Adjustments

### Agenda Considerations

- Since directors are not official until board approval. Give them the unofficial invite to the meeting and director approval should be the first item of business. These new directors can be added to the call following an approved motion to approve. .

### Executive Sessions

- Incoming directors **may be excused** from executive sessions at the discretion of the Board Chair.
  - Would like board discussion on this item.
- Clearly communicate expectations regarding attendance for sensitive discussions.

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## Engagement & Integration

### Assigned Mentorship

- Pair each incoming director with a current board member.
- Mentor responsibilities:
  - Provide context before/after meetings
  - Answer questions
  - Assist with onboarding

### Informal Interaction Opportunities

- Encourage networking before/after meetings

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## **Communication Protocol**

- Provide meeting materials to incoming directors at the same time as current members.
- Include them in relevant board communications (email updates, announcements).
- Clearly label them as “Incoming Director (Non-Voting)” in materials where appropriate.

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## **June Review & Transition Preparation**

### **End-of-Observation Check-In**

- Conduct a brief feedback session with incoming directors:
  - Questions or clarifications
  - Areas needing additional support
  - Readiness for full participation

### **Documentation & Compliance**

- Ensure all required documents are completed:
  - Conflict of interest forms
  - Confidentiality agreements

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## **COO Oversight Responsibilities**

- Coordinate distribution of materials and communications
- Ensure adherence to governance standards during transition
- Monitor engagement and address any concerns proactively
- Support Board Chair in facilitating inclusive and effective meetings

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This structured approach ensures incoming board members are well-prepared, engaged, and ready to contribute effectively upon the start of their official term.