

Orientation for New Members of the Board of Trustees University of the Virgin Islands

Newly appointed/elected Board of Trustees members will receive orientation to the University and to their role and responsibilities as Trustees through an orientation program organized by the Chairman of the Board of Trustees and the President of the University.

The orientation process will begin with the trustee being sent as soon as possible after their appointment/election the following:

- A letter from the Chair of the Board
- A letter from the President of the University
- An invitation from the Chair to participate in an orientation program.

Orientation material will be provided to the trustee prior to the orientation program that includes:

- The mission statement of the University
- The Bylaws of the Board of Trustees
- The Association of Governing Boards of Universities and Colleges' publication "New Trustee Orientation" by Richard T. Ingram
- Minutes from the past year's meetings of the Board
- Brochures, pamphlets and other material detailing the responsibilities of Board committees
- "Do's and Don'ts for Trustees in Higher Education" by Howard L. Simmons, PhD
- A package outlining the major programs and areas of the University
- List of members of the Trustees, their resumes and their committee assignments

The main orientation program will take place on a single day prior to, if possible, the meeting of the Board that occurs following the trustee's appointment/election. It will consist of two sessions.

The first session will provide the new trustee with general information on how the Board functions, the responsibilities of Board and those of individual trustees, recent issues of the Board and other pertinent matters. This session should be conducted by an appropriate consultant in collaboration with the Chair of the Board.

The second session will be hosted by the President with the Chair or another member of the Executive Committee present for at least a part of the session. The session will serve to acquaint the trustee with the University. Areas covered in the discussions will include the University's mission, academic programs, staffing structure, alumni and development programs, institution's finances, physical plant strength and needs, and current major issues. Presentations by senior staff and other trustees might be made in this session. This session will conclude with a tour of the campus on which the orientation took place with a focus being placed on facility issues. This tour might also be used to provide an opportunity for the trustee to develop some first-hand familiarity with some University personnel and programs. As soon as convenient following the full-day orientation, the trustee will be provided by the President with a tour of the campus not previously toured.

New members of the Board may participate in a pre-conference orientation session of the Association of Governing Boards of Universities and Colleges as part of the new member's orientation program, subject to approval of the Chair of the Board.