

## **DOCUMENT DRAFT: NEW BOARD MEMBER ORIENTATION/ONBOARDING**

### **A. Legal Underpinnings: IRS filing status, Accounts, Attorneys, Insurance**

1. As an educational non-profit ABME is tax-exempt under IRS Code Section 501 (c)(3) registered in Delaware
2. Our Accounting firm is Strah & Associates, CPA 330.666.7763 x107 (phone). They are located in Ohio. This is also the firm that does our bookkeeping (pays our bills, tracks our expenses).
3. Legal Advice: Nixon/Peabody has been doing some work for us pro bono. They charge us for filing documents, such as trademarks. Bridget has been using Buchanan, Doolittle, & Burroughs when more timely response is needed.
4. Insurance: We have liability and board of directors insurance. Currently, this is through Jorge Mancheno Agency in Oakland. Because of some serious communication and logistical issues, Bridget is investigating other agencies.
5. Permanent Address: 645 Howe Ave #1035, Cuyahoga Falls, OH. 44221
6. Our bank is Westfield Bank in Ohio. The Treasurer and President are signatories on the account.

### **B. Employees and Contractors**

1. The Executive Director (ED) is an Employee. The ED submits a time sheet that is approved by the Treasurer and/or President and is paid by Strah and Associates. Our contact there is Melanie Sejba [msejba@strahcpa.com](mailto:msejba@strahcpa.com)
2. We also have contractors who do specific tasks for us. They get paid by the same process as the ED.
  - Kelly Wilson, Training Administrator – Trainee applications and associated fees.
  - Adeline de Bella – marketing and social media
3. We have a PayPal Account and money is transferred from PayPal into our bank account from time to time. Bridget will work with our new treasurer to create a process for this.
  - All online payments go to the Paypal account and are tracked by the treasurer.

### **C. Governance**

1. Bylaws were established when we became a non-profit. They dictate the overall structure of the organization and some specific rules for the board. Changing them takes a vote of the board and would have to be filed with our non-profit documents, incurring legal expense. For instance, the board itself appoints new members. New members are not voted on by the general membership. This is because we were established upon the vision of a single founder. To perpetuate that vision and mission, the board is a self-sustaining board. Links to legal documents and other board-pertinent information can be found on the Board Members' page on Wild Apricot.
2. The Policies and Procedures dictate how we conduct daily business. These can be changed more easily by a simple vote of the board. Policies and Procedures may be updated as needed. Changes and updates to the P&P document will be managed by the Executive Director.

### **D. Budget**

1. The Treasurer receives the detailed financial report from the accountant in January. A preliminary budget is proposed to the board in February or March.
2. Once approved, the budget is in place for the next fiscal year.

3. Requests for a variance from the budget may come to the board from board members, from members outside the board, or from unforeseen circumstances. All variances must be approved by the board.
4. Several committees have annual budgets. These include the Awards, Image, Webinar, Training, and Marketing committees.
5. Duties of the Treasurer: See [P&P](#) and scroll down to Section VI.

#### **E. Committees**

1. Each Board member serves as a liaison to a specific committee, providing resources and support to committee chairs, and communicating information or concerns from the committee chair to the Board and vice versa.
2. The Board has been working to clarify, or possibly amend as needed, all committee statements of goals/purpose. See [Committee Page](#) in Wild Apricot.
3. The Board has been working on streamlining committees, making sure each committee is necessary and viable, and clarifying how certain committees might complement and support each other.

#### **F. Wild Apricot**

1. Board Members have board-level access to Wild Apricot in order to access board forums and relevant documents.
2. The Executive Director, Board President and President Elect have full administrative access to Wild Apricot. This allows them access to financial records, email logs, and membership data.
3. Board members must understand, follow, and guide others through [ABME policies and procedures](#).

#### **G. ABME Board Member Duties and Expectations**

1. Attend regular monthly meetings.
2. Act as a liaison to committees.
3. Read and ponder documents.
4. Respond in a timely manner to email (within 48 hrs).
5. De-escalate and remain courteous in the face of criticism.
6. Participate in working groups
7. Monitor Forums
8. Review charter for one's respective [committee](#).
9. Get to know the inner workings of the organization.
10. Remain professionally active and engaged in the educational updates of the organization.
11. Keep one's personal profile updated.
12. Contribute and disseminate videos and other social media fodder as inspired and available.
13. Duties of Board Officers are outlined in our [P&P document](#). Section VI.

#### **H. Duties of the Executive Director: See [P&P](#) Section VIII.**