

Policy Number: 1105
Policy Title: Orientation and Training of CSB
Board Members
Date Adopted: July 24, 2019

Purpose

To ensure that all CSB Board members are provided sufficient training to enable them to exercise their authority and carry out their responsibilities.

Policy

It is the policy of the CSB Board that all CSB Board members should participate in an ongoing training program. This program will consist of the following components.

1. Orientation for new CSB Board members – This should be conducted by the CSB Board Chairman and Executive Director within 60 days of appointment. In addition, each CSB Board member is expected to be familiar with the CSB Board Member’s Handbook.
2. Mentor – The Chair will assign a CSB Board member to serve as a mentor for each new CSB Board member.
3. Training Sessions – Training will consist of presentations and discussion of specific programs, of trends in service delivery or client needs, or of procedures related to management and planning. New CSB Board members are required to complete the mandatory training sessions within 90 days of appointment. Additionally, continuing CSB Board members are expected to complete the mandatory annual training requirements between July 1 and September 30. The Clerk to the CSB Board will provide CSB Board members with instructions for accessing the online training. The Clerk will advise the CSB Board Chair if any Board member has not completed the training as expected.
4. Program Visitations – All CSB Board members are encouraged to participate in the CSB Board visits to as many of the directly operated and contractual programs as possible. The staff will organize at least two group visits to selected programs annually.
5. Conferences and Seminars – All CSB Board members are encouraged to attend conferences and seminars directly related to the work of the CSB Board. Members are eligible to be reimbursed for their expenses within the limitations of available funding.
6. Professional Literature – CSB Board members should review excerpts from professional literature provided to them by the Executive Director.
7. CSB Board Policies - CSB Board members should be familiar with the CSB Board policies, which can be found on the CSB Board webpage at <https://www.fairfaxcounty.gov/community->

[services-board/board/policies](#)

It is the responsibility of the Executive Committee to periodically review the training requirements of the CSB Board. It is the responsibility of the Executive Director to assist with requests from the CSB Board. It is the responsibility of the Clerk to the CSB Board to maintain the CSB Board Member's Handbook, to make arrangements for training sessions, to provide CSB Board members with instructions for accessing the training, and to track the training completed by each CSB Board member.

Approved


CSB Board Secretary

July 24, 2019

Date

Policy Adopted:	June 1980
Policy Readopted:	June 1987
Policy Readopted:	May 1989
Revision Adopted:	December 22, 1993
Revision Adopted:	August 24, 1994
Policy Readopted:	April 23, 1997
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