

ASSB Board Member Orientation

1. Advisory vs Administrative Boards
 - 1.1. Advisory Board
 - 1.2. Roles and Responsibilities
 - 1.2.1. Local Handbook
 - 1.2.2. Relevant Administrative Code/Statute
 - 1.3. Role of the Director
2. Overview of DFS
 - 2.1. DFS Strategic Framework
 - 2.1.1. Mission, Vision, Values
 - 2.1.2. Equity Impact Plan
 - 2.1.3. Alignment with County strategic plans and initiatives
3. DFS is more than the local DSS.
 - 3.1. Area Agency on Aging
 - 3.2. Community Action Agency
 - 3.3. Local Social Services Department
 - 3.3.1. State supervised – locally administered systems
 - 3.3.2. Organizational Chart
 - 3.3.3. Programs and Services
4. DFS Boards Authorities and Commissions
5. Budget
 - 5.1. County Process and Timeline
 - 5.2. DFS procedures and interface with VDSS
 - 5.3. Budget Overview
6. Performance
 - 6.1. Data Overview for Programs and Services
7. Board Members in Action
 - 7.1. County activities for members to attend (recognition and proclamation ceremonies)
 - 7.2. Community events for members to attend.
 - 7.3. Community networks
 - 7.4. Interface with staff
8. Expectations for Engaging with the Community
 - 8.1. Engaging with Your BOS Member
 - 8.2. Partnerships
 - 8.2.1. Human Services Council
 - 8.2.2. Human Service Advisory Committee
9. Meetings and Protocols
 - 9.1. Bylaws
 - 9.2. Meeting Requirements
 - 9.3. Freedom of Information Act (FOIA)
 - 9.3.1. The Do's and Don'ts

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9.3.2. What to do if you get a FOIA request

9.4. Board Priority Tasks

9.4.1. BOS Budget Testimony (Due: April)

9.4.2. Human Service Issue Paper Review and Comment (Due: July)

9.4.3. Annual Report (Begins: October; Due: December)

10. Annual Report

10.1. Requirements and Purpose

10.2. Preparation

10.3. Wrapping it