

WAYNE COUNTY CHILDREN SERVICES BOARD

Recommended Orientation Checklist for Newly Appointed Board Members

<u>1st Six Months</u>	<u>Approximate Time Commitment</u>
<input type="checkbox"/> Orientation with Executive Director	1 Hour
<input type="checkbox"/> Orientation with Fiscal Director	1 Hour
<input type="checkbox"/> Review History of Children Services entitled "Laborers in the Vineyard" (schedule with Lisa Cygan)	1 Hour
<input type="checkbox"/> Attend a court hearing in Juvenile Court	1.5 Hours
<input type="checkbox"/> Attend a child's staffing at Children Services	<u>1.5 Hours</u>
	Total: 6 Hours

<u>2nd Six Months</u>	
<input type="checkbox"/> Be available and go out with Intake Staff for a child abuse and neglect investigation (preferable an emergency removal)	2 Hours
<input type="checkbox"/> Foster home visit with Placement Staff to discuss a child's progress	<u>2 Hours</u>
	Total: 4 Hours

<u>Monthly Board Meetings/Other Meetings</u>	
<input type="checkbox"/> Attend monthly Board meetings – 3 rd Tuesday of each month At 5 p.m.	30 Hours
<input type="checkbox"/> Sign Annual Confidentiality Statement	
<input type="checkbox"/> Sign Annual Conflict of Interest Statement	
<input type="checkbox"/> Enter the Board with an open mind as it relates to fulfilling Board leadership positions of Chair, Vice-Chair and Secretary	
<input type="checkbox"/> Be an active participant on sub-committees that utilize your personal expertise	
<input type="checkbox"/> Attend quarterly meetings with the Wayne County Commissioners	
<input type="checkbox"/> Plan an active and visible role in any levy campaign occurring during your tenure on the Board	
	Total Time Commitment: 40 Hours

Optional/Suggested Activities

➤ Breakfast/Lunch with Executive Director	(1 hour)
➤ Child Abuse Prevention Month Community Event	(2 hours)
➤ Foster Parent Recognition Event	(2 hours)
➤ Independent Living Graduation Event	(2 hours)
➤ Volunteer for a shift at the Tot/Tag Station at the Wayne County Fair	(4 hours)
➤ Volunteer for a shift to help with Christmas Make-A-Wish	(4 hours)

Board Approved: 01/15/19

WAYNE COUNTY CHILDREN SERVICES BOARD

Recommended Annual Checklist for Board Members

	<u>Approximate Time Commitment</u>
<input type="checkbox"/> Attend Monthly Board Meetings	30 Hours
<input type="checkbox"/> Sign Annual Confidentiality Statement	
<input type="checkbox"/> Sign Annual Conflict of Interest Statement	
<input type="checkbox"/> Enter the Board with an open mind as it relates to fulfilling Board leadership positions of Chair, Vice-Chair and Secretary	
<input type="checkbox"/> Be an active participant on sub-committees that utilize your personal expertise	
<input type="checkbox"/> Attend quarterly meetings with the Wayne County Commissioners	
<input type="checkbox"/> Plan an active and visible role in any levy campaign occurring during your tenure on the Board	
<input type="checkbox"/> Be available and go out with Intake Staff on a child abuse or neglect investigation (preferably an emergency removal)	1.5 Hours
Attend one of the next two items:	2 Hours
<input type="checkbox"/> Legal Case Staffing or	
<input type="checkbox"/> Foster Parent home visit to evaluate and discuss a child we have in care	

Total Time Commitment: 33.5 Hours

Optional/Suggested Activities

➤ Breakfast/Lunch with Executive Director	1 hour
➤ Child Abuse Prevention Month Community Event	2 hours
➤ Foster Parent Recognition Event	2 hours
➤ Independent Living Graduation Event	2 hours
➤ Volunteer for a shift at the Tot/Tag Station at the Wayne County Fair	4 hours
➤ Volunteer for a shift to help with Christmas Make-A-Wish	4 hours

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