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A new member – or any person who has been elected but not yet installed on the Board – is to be afforded the Board’s and the staff’s fullest measures of courtesy and cooperation. Board and staff shall make every feasible effort to assist the new member to become fully informed about the Board’s functions, policies, procedures and problems.

1. Newly elected members of the Board shall, before or within one year after assuming office, receive orientation on the educational program objectives of Georgia and instruction and study in school finance; school law, with special emphasis on the ‘Quality Basic Education Act’; responsiveness to the community; the ethics, duties and responsibilities of local school board members; the evaluation of the annual performance of the school superintendent and the local Board of Education; and such other topics that the State Board of Education may deem to be necessary.
2. In the interim between appointment and actually assuming office, the new member will be invited to attend all meetings and functions of the Board, and is to receive all reports and communications normally sent to Board members.
3. A special workshop will be convened for the primary purpose of orienting the new member to his or her responsibilities, to the Board’s method of operating, and to school district policies and problems.
4. The new member is to be provided with copies of all appropriate publications and aids, including the Board policy manual and publications of the State and national school boards associations.
5. The Board chairperson and members of the administrative staff will also confer with the new member as necessary on special problems or concerns.

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**ADOPTED: August 2, 2001**

**Cherokee County Board of Education**