

LDRRAC New Member Orientation Checklist – v3

What	Who	When
Send welcome package to appointee: <ul style="list-style-type: none"> • Letter confirming appointment • Conflict of interest form • Confidentiality form 	Clerks	Prior to first meeting
Receive confidentiality and conflict of interest forms	Clerks	Prior to first meeting
Send supplemental materials <ul style="list-style-type: none"> • Civic Governance Model chart • History of LDRRAC • Updated list of current members • Copy of last meeting report • Established meeting practices • Sub-committee structure and participants • Roles and responsibilities document • Terms of Reference for LDRRAC • Schedule “A” General Policy For Advisory Committees • Acronym list • Link to Multicultural Calendar 	Clerks	Prior to first meeting
Send copy of appointment letter to Chair and contact information of new member(e.g. phone, e-mail)	Clerks	Prior to first meeting
Contact new member to review supplemental material, ensure understanding and preparedness for first meeting, ask if any accommodations are required	Chair	Prior to first meeting
E-mail full committee to advise of new member	Chair	Prior to first meeting
Facilitate introduction of members	Chair	At first meeting
Phone call check-in to debrief on first meeting and establish selection of sub-committee(s) to participate on	Chair	One week after first meeting