



POLICY

Policy Area: Human Resources	Subject: Orientation
Title of Policy: Orientation - New Member Associations	Policy Number: 4.4
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date:
<p>1. Rationale or background to policy:</p> <ul style="list-style-type: none"> 1.1. CSBA believes that the strength of any organization lies with its members. 1.2. Members need to be fully informed about the organization and their role as a member of CSBA. <p>2. Policy Statement:</p> <ul style="list-style-type: none"> 2.1. The CSBA is committed to ensuring that all new Member Associations are welcomed into the organization. 2.2. CSBA recognizes that having a strong understanding of the national organization will enable new Member Associations to participate fully in the organization. <p>3. Procedures:</p> <ul style="list-style-type: none"> 3.1. Once membership approval has been granted, the President will have the CSBA Executive Director make contact with the new Member Association(s). 3.2. The CSBA Executive Director will be responsible for providing the new Member Association(s) with an electronic copy of or links to the Constitution/ByLaws, the Strategic Plan, the CSBA policies and dates for upcoming meetings. 3.3. The CSBA Executive Director will seek an established Member Association to mentor the new Member Association(s). 3.4. The mentor could arrange to meet them at the next meeting and/or set up a time for them to informally discuss the CSBA and how it works. 3.5. The CSBA Executive Director is responsible for communicating with the membership so should reach out to the new Member Association after their first meeting to assess how the Member Association is adjusting to CSBA and offer further support if required. 	