

New Member Orientation Passport



Name: Click or tap here to enter text.

Date Seated: Click or tap to enter a date.

Every Commission member will tell you, "It takes a long time to figure out what's going on." There are people to meet, procedures to understand, programs to learn, and acronyms to decode. Talking to staff and other members is the best place to start!

Commission Chairperson

Due by end of second month

Reach out to the Chair to schedule a check-in. The Chair will share links to member resources and point you in the right direction. You will learn about:

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| ☐ Commission web page | ☐ Member commitment |
| ☐ Meeting agendas and minutes | ☐ Dates to mark on calendar |
| ☐ Bylaws | ☐ List of members |
| ☐ Policies & Procedures | ☐ Your Passport Coordinator |
| ☐ The Commission's "Three Hats" | |

AAA Program Manager

Due by end of second month

Reach out to the AAA Program Manager to schedule a training time. He/she will share links to forms, handouts, and trainings. You will learn about:

Our relationship to the County:

- ☐ Staff roster and roles: who does what?
- ☐ The Area Agency on Aging (AAA)
- ☐ The Area Plan
- ☐ The Aging & Disability Resource Hub (ADRH)
- ☐ The Local Master Plan for Aging (MPA)

Policies and procedures:

- ☐ Reimbursement
- ☐ Conflict of interest policy

Trainings:

- ☐ Security awareness
- ☐ Ethics
- ☐ Elder and dependent abuse

Passport Coordinator

Due by end of sixth month

Reach out to your Passport Coordinator as needed to continue your orientation through links, handouts and conversations with other members. You will learn about:

Topic	Resources	For More Info, Talk To	Important Points
☐ Robert's Rules of Order	Online guides; P&Ps Section V: Parliamentary Procedure ; Commission handout	Parliamentarian; Program Manager	• Definition of a quorum • Making motions • Voting
☐ The Brown Act	Commission handout; Full text online	Parliamentarian; Program Manager	• The public's business is conducted in public
☐ Attendance policy and remote attendance; volunteer log	P&Ps Section IV: Member Commitment	Member of Executive Committee; Program Manager	• Remote attendance rules may be changing per Brown Act
☐ Officers and duties	P&Ps Section VIII: Officer Duties	Member of Executive Committee	• Know your Executive Committee
☐ Duties of the Executive Committee	P&P Section IX: Standing Committees	Member of Executive Committee	• All members are welcome to attend
☐ Types of committees	Bylaws Article VI	Member of Executive Committee; Program Manager	• Ad hoc committees are exempt from The Brown Act
☐ Commission work plan	Plan document	Any member; Program Manager	• How can you be involved?
☐ California Senior Legislature (CSL)	Website	Our Senior Senator and/or Senior Assemblyperson	• Current proposals
☐ Triple-A Council of California (TACC)	Website	Chairperson	• Statewide meeting of advisory council chairpersons
☐ How to talk about the Commission	Membership Information Card	Any member; Program Manager	• This takes practice!

Getting Connected:

- ☐ Are you receiving meeting agendas and minutes by email? If not, contact AAA.
 - ☐ Subscribe to the [AAA eBlast](#).
 - ☐ Get a name tag and business cards from AAA.
 - ☐ Get a copy of the Aging & Disability Resource Directory. (And look at it.)
 - ☐ Get to know the other members in your supervisorial district.
 - ☐ At the next Commission meeting, sit next to a member you haven't met.
 - ☐ After a member makes a motion that you support, raise your hand and say, "I second."
 - ☐ During a meeting break, introduce yourself to a community partner you don't know.
 - ☐ Attend an Executive Committee meeting in person or on Zoom.
 - ☐ Talk to the MPA Coordinator if you're interested in joining an Action Team.
 - ☐ Invite someone else to attend a Commission meeting.
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After your first six months with the Commission, please email the Chair with a summary of your orientation journey. How did this process work for you? What should be highlighted or changed for orienting new members in the future? Thank you! We are glad you're with us.