

University of Louisiana System

**Title: ORIENTATION FOR NEW  
BOARD MEMBERS AND  
BOARD MEMBER  
PROFESSIONAL  
DEVELOPMENT**

**Effective Date: June 1, 2003**

**Cancellation: None**

**Chapter: Bylaws**

**Policy and Procedures Memorandum**

This policy establishes guidelines and requirements for the orientation and continued professional development of members of the Board of Supervisors. The responsibility for such training will rest with the President of the University of Louisiana System. The main focus of this training will be toward assisting members of the Board to become more informed and active participants in managing the operations of the eight campuses within the University of Louisiana System.

**Orientation of New Board Members**

The orientation session is designed to acquaint new members with the dealings of the Board, and the scope of its responsibilities. Additionally, the purpose of the session is to inform new members of the Board's functions, policies, procedures, and current issues.

The session shall be conducted within sixty days following the new member's appointment. The administrative staff of the Board may be designated to assist new members in understanding the Board's functions, policies, and procedures as they relate to specific divisions.

The following information and procedures may be used to orient new Board members: an Orientation Manual containing selected reference materials, Board policies, regulations and other helpful information; new members will be invited to attend meetings of the Board and System; budget and finance documents will be provided; new members will be invited to visit the eight campuses and meet campus presidents and their administrative staffs; and to attend periodic professional development sessions.

#### *Code of Ethics*

Each newly appointed member shall be provided a copy of the Louisiana Code of Governmental Ethics relating to his/her appointment.

#### *Related Party Disclosures*

Each new Board member shall be furnished with a “Related Party Disclosures and Compliance with the Code of Governmental Ethics” form for his/her review and completion.

### **Professional Development**

Several opportunities for members of the Board to participate in professional development activities will be provided yearly. It is suggested that each member attend at least two such training sessions per fiscal year. These sessions may be in the form of a retreat, workshop, seminar, or forum and each will focus on an area of interest or need as identified by the Chair of the Board or the System President. Sessions will be conducted by Board staff or consultants and typically last between one to three hours.

The Board is the constitutionally authorized policy-making body for the University of Louisiana System. To effectively meet the challenges of higher education, the Board, System office staff, and the universities must function together as a leadership team. All must understand the vision, structure, accountability, advocacy, and unity needed to provide quality educational programs and services. Participation in orientation and professional development activities will assist in achieving these goals.