

# WESTWOOD NEIGHBORHOOD COUNCIL

October 8, 2025

Agenda Item # 14

## **WWNC – Onboarding of New Members**

### Motion

The board of directors of the Westwood Neighborhood Council authorizes the development, assembly, and distribution of a new board member onboarding packet, to be presented for board review. A standardized onboarding process for new board members, including a comprehensive packet of materials to be provided upon their appointment, will ensure that all incoming members are well-informed and can contribute effectively from the start of their term.

☐ Consistency: A standardized packet ensures all new members receive the same core information, eliminating potential gaps or variations in knowledge.

☐ Faster engagement: Providing essential background documents upfront enables new members to understand their duties and contribute to discussions more quickly.

The packet should, at minimum, contain the following (via hard copy or up-to-date web link):

☐ Organizational mission, vision, and history.

☐ Bylaws and key governance policies (e.g., conflict of interest).

☐ Biographies and contact information for all current board members and key staff.

☐ The most recent annual budget.

☐ 12 months of board minutes

☐ A list of required trainings and web links for accessing them

The packet will be provided to new board members at or in advance of their first board meeting. In addition, a meeting with a board officer will be scheduled to address questions about the onboarding packet and provide background information, as needed, on issues previously considered by the board.