



WSTIP Policy Manual			
Document Name:	New Member Representative Orientation Policy	Date Adopted:	12/02/08
Category:	Governance	Revision Date:	03/24/2011
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NEW MEMBER REPRESENTATIVE ORIENTATION POLICY

Purpose

To establish an orientation program for new Member representatives to the end that the representative acquires skills necessary to effectively govern.

Authority

1. Interlocal Agreement, Section 3 (Powers) and Section 4 (Board of Directors); and
2. Bylaws, Section 8 (Member representatives) and Section 17 (Executive Committee powers).

Policy Statement

1. The Pool needs Member representatives who know and understand the Pool's governance structure, operations, services, and history.
2. The Executive Committee is responsible for ensuring that every new Member representative receives a thorough orientation.
3. The Pool's executive director shall develop a written orientation program for the new representative as soon as practicable after the representative's appointment.
4. With the approval of the Pool's president, Member representative alternates may participate in orientation.
5. The executive director and others from the Pool's staff shall meet with the new representative to present, explain, and discuss Pool governance, operations, services, and history.
6. Unless excused by the president, every new Member representative shall attend at least four Executive Committee meetings during his or her first year of service. These Executive Committee meetings may be the meetings held in conjunction with the Pool's quarterly meetings. The new Member representative shall be reimbursed for the expenses of attendance.

Amendment

The Executive Committee may amend this policy.

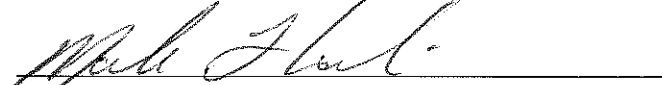
Policy History

New Trustee Orientation Policy adopted September 13, 2007 which has since been repealed.

Passed this 24 day of March, 2011

Executive Committee

Washington State Transit Insurance Pool



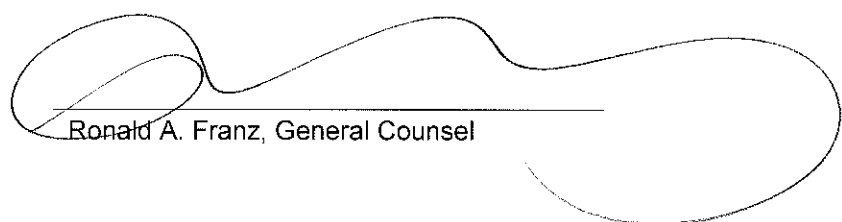
Mark Carlin, President

ATTEST:



Ben Foreman, Secretary

APPROVED AS TO FORM:



Ronald A. Franz, General Counsel