



NEW OFFICER AND DIRECTOR ORIENTATION

MADTA Policy # 10

Effective Date: August 15, 2017

Approved: August 15, 2017

The following procedures will be followed in order to ensure a smooth transition from outgoing Board members to newly elected Board members.

Prior to assuming office, prospective Board members should:

1. Review the MADTA Constitution and By-Laws posted on the website and recorded in the Corporate Record. In particular, new Board members should:
 - Be cognizant of the Mission
 - Be cognizant of the duties and responsibilities of each Officer and Standing Committee Chair
 - Be cognizant of items with time constrictions, the voting process, for example
 - Be cognizant of Membership Requirements
 - Be cognizant of spending limits
 - Be cognizant of quorum requirements
2. Review MADTA's Policies and Procedures posted on the website and recorded in the Corporate Record.
3. Review the Board and General Membership Minutes posted on the website and recorded in the Corporate Record.
4. Review the MADTA Fee Schedule

Once elected, new Board members should have a transition meeting with their outgoing counterpart to ensure the incoming Board member has a full understanding of his or her responsibilities.

In addition, the following transition items must occur immediately following the annual election:

1. Change signatories on the bank accounts
2. Update madtabod@gmail.com
 - Remove outgoing Board members from distribution
 - Add new Board members to distribution
 - Change password
3. Turn over Club materials to new Board
 - Outgoing President passes all files to the Incoming President
 - Outgoing Treasurer passes all financial data in their possession to the Incoming Treasurer
 - Outgoing Corresponding Secretary passes all of the Corporate Books to the Incoming Corresponding Secretary

- Outgoing Recording Secretary completes and distributes any outstanding minutes to the Board and/or membership. Incoming Recording Secretary ensures presentation for approval at the next regular meeting.
4. Ensure the security of the Club and its records
- Incoming Board should change passwords to online banking accounts, gmail account, and any other shared passwords.
 - Outgoing Board should return all keys issued to them, unless they are continuing in some other role that requires key access to buildings, fenced areas, or trailers.