New Director Orientation FAQ

1. **What assistance does staff provide to Directors in their role as director and/or chair of a committee?**

2. **What is the protocol for asking for staff assistance?**

3. **What is the format/template for assembling an agenda for a committee meeting?**

4. **What is the format/template for writing the minutes/highlights of a committee meeting?**

5. **What are the recommendations for running a committee meeting?**

6. **How is the GVR email account used (e.g., emailing board members, emailing staff, emailing members, setting up a group, setting up a folder)?**

7. **When are the board meetings?**

8. **What other meetings is attendance expected and when are they?**

9. **How are meeting and GVR documents accessed?**

10. **What documents/materials should be brought to board meetings?**