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**ABHE 78th ANNUAL MEETING**  
FEBRUARY 19-21, 2025

**Creating an Effective New Board  
Member Orientation**

**Dr. John Derry**  
President Emeritus, Hope International University  
ABHE Board Governance Coach

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 **Board Governance Fundamentals** 

- ▶ New Trustee Identification and Recruitment
- ▶ Comprehensive Board Orientation Program
- ▶ Board Evaluation System
- ▶ Board Development Program

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AGB PRINCIPLES OF TRUSTEESHIP

"Highly effective trustees are a prerequisite for a highly effective board. While the authority of a governing board lies in the collective action of its members, each individual trustee contributes to—or limits—the effectiveness of the board as a whole."

(The Association of Governing Boards provides resources and serves all types of institutions of Higher Education in the U.S.)

LEAD BY EXAMPLE

UNDERSTAND GOVERNANCE

THINK STRATEGICALLY

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Identification and Recruitment of New Trustees

- ▶ Identifying and recruiting strong board members is a major responsibility of boards.
- ▶ The quality and effectiveness of your board begins with the selection and orientation of individual trustees.
- ▶ The process is managed by the Board Governance Committee, however, it is often the president who is key to recommending prospects.

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Criteria for New Trustee Consideration

- ▶ Character – spiritual maturity
- ▶ Commitment – aligned with mission
- ▶ Competency – skill set - competent
- ▶ Chemistry – fit with board culture

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## The logo of the Association of Banks in Hong Kong (ABHE) is located in the bottom right corner. It features a stylized blue and green emblem to the left of the acronym "ABHE" in a blue, sans-serif font.

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## Pre-Orientation

**Trustee Bio:** Each Prospective/New Trustee provides a brief biographical background that will be shared with the board and completes the trustee profile form with contact information, etc.

**Welcome Letter:** Send a welcome letter from the board chair and president with links college web site and the board's online portal.

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## Orientation Handbook

Introduction from board chair  
 Brief historical summary of the college  
 Current board member names and brief bios  
 Board committees and assignments  
 Organizational Chart  
 Board Functions and Trustee Roles & Responsibilities

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## Orientation Handbook

Mission and Vision Statements  
 College Bylaws & Articles of Incorporation  
 Budget summary  
 Strategic Plan summary  
 Campus Map  
 List of contact information and campus phone numbers  
 List of academic and higher ed terms and associations  
 List of available board governance educational materials

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## Orientation Packet

General information about the college  
Access to confidential board portal  
Links to the college website and any videos of interest  
Registration in ABHE's Board Governance Community  
Calendar of upcoming board meetings and events  
Board Handbook & Policy Manual  
Details on meeting arrangements and travel reimbursement  
Recommended readings  
Complimentary college logo item

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## Orientation Meeting Agenda

- ✓ Introductions and Prayer
- ✓ Board Chair (general information about board procedures)
- ✓ President and Cabinet (share overview of their respective areas)
- ✓ College history (provided by a campus "historian")
- ✓ Review Orientation Manual and Board Handbook
- ✓ Updates (current issues, projects, opportunities, and challenges)
- ✓ Review Strategic Plan initiatives
- ✓ Determine interests for service on board committees
- ✓ Campus tour & Lunch (with student leaders and/or faculty)
- ✓ Assign a veteran board member as a mentor

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## Trustee Roles and Responsibilities

1. **The Duty of Care** is a level of competence that an ordinarily prudent person would exercise under similar circumstances.
2. **The Duty of Loyalty** is a standard of faithfulness that prohibits a board member from acting in a manner that is for personal gain rather than in the best interest of the college
3. **The Duty of Obedience** requires board members to be faithful to the organization's mission and to ensure measures are in place for the college to follow institutional, accreditor, and federal regulations, as well as all applicable laws.

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## Annual Affirmation of Service

1. I continue to support our mission, purpose, creed and leadership.

2. I understand board membership requires the equivalent of "X" days per year of my time, including preparation and meetings. I am able to give that time during the twelve months ahead and expect to attend all board meetings and committee meetings unless I give the respective chairman advance notice of my need to be absent for good cause.

3. I intend to contribute financially to our organization during the year and will help open doors to friends who may be interested in contributing.

4. I have reviewed, signed and intend to comply with our Board Conflict of Interest Policy.

5. Add items important to your board.

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## Annual Affirmation of Service

\_\_\_ If anything should occur during the year which would not allow me to keep these intentions of being a positive contributor to our board, I will take the initiative to talk with the officers about a voluntary resignation to allow another to serve who is able to meet these common expectations of all board members.

\_\_\_ I am able to affirm all of the above items and look forward to continued service.

\_\_\_ Given my current circumstances, I am unable to affirm all of the above and request that the Board accept my resignation effective \_\_\_ and seek a replacement who can meet all expectations of board members.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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## Annual Conflict of Interest

**Authority and Governance: ABHE Accreditation Standard 4.7**

"A conflict of interest policy for board members that addresses issues such as financial interests, contracts, employment, family, or other personal interests in the institution."

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## ABHE Board Governance Community

- ▶ Designed to provide interactive community on governance issues
- ▶ Contains board development training videos and suggestions
- ▶ Repository of board resources

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### Board Governance

[Community Home](#) | [Threads](#) 0 | [Library](#) 47 | [Blog](#) 0 | [Events](#) 0 | [Members](#) 203 | [Settings](#)

#### Engage, Collaborate, Learn, and Share!

Welcome to the Board Governance Community! This platform allows you to connect to your peers in the ABHE member community.

Here are a few simple steps to get you started.

- Post your own question or discussion topic, and contribute to discussions started by others.
- Share interesting content: videos, documents, and links. If linking to other content, please do so with the intention of sparking discussion and provide a brief summary of that content.
- Complete your profile by adding your bio and a photo.
- Keep exchanging, learning from other leaders, and sharing your knowledge and experiences!

#### Latest Discussions

[Start a Discussion](#) This Discussion has no recent posts. Gain insight by starting a conversation with your fellow community members.

#### Announcements

[Add Announcement](#) Create a new announcement for display here.

#### Latest Library Entries

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## ABHE Leadership Academy Board Governance Course

- ▶ Designed for individual instruction or group discussion
- ▶ Available at no cost to member schools
- ▶ May be taken for certification credit
- ▶ Five Modules with video and instructional material
  - ▶ Board Orientation
  - ▶ Sustainable Colleges and Universities
  - ▶ Mission Accountability
  - ▶ Strategic Thinking and Planning
  - ▶ Board Development

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