



Board & Commission Onboarding Checklist

Individual: _____ First Meeting Date: _____

Administrative Prior to First Meeting:

- City Council Interviews and Selection (Clerks)
- City Council appoints board and commission member via resolution (Clerks)
- Staff Assistant in the Clerk's office sends an email to each board/commission member notifying them of their selection. Department staff are cc'd.
- Congratulatory call from Deputy City Manager Tom Leeson.
- Group email address list updated – staff and board/commission are sent updated list (IT/Dept)
- Name tag is ordered (Department)
- Schedule photographer, take photograph (Communications)
- Add Bio and Photo to website (Communications)
- Name is added to benefits list for receiving Howelsen Hill Family Pass letter (Clerks)

Administrative for Planning Commission Only:

- City email account is set up and communicated (IT)
- Name plate is ordered (Department)
- Issue an I-pad and log in (Clerk)
- CDC Binder (Department)

Administrative for Historic Preservation and Board of Adjustment:

- Name plate is ordered (Department)
- Binder – HP for HPC / CDC for BOA (Department)

Administrative for URAAC and 2A Trails Committee:

- Manual/Binder (URAAC/SSRA Members Manual: URAAC, Trails Alliance Proposal: 2A Trails) (Dept)
- URAAC/2A Trails do not get Howelsen ski pass (Clerks)

Administrative for Parks and Recreation Commission Only:

- City email account is set up and communicated (IT)
- Name plate is ordered (Department)
- Tour of Relevant Facilities (Department)

Administrative for Golf Management Committee Only:

- Receive member only Haymaker Golf Pass (Department)

Schedule Prior to First Meeting:

- Welcome email to incoming members (Department)
 - Board/Commission Meeting schedule
 - Onboard training date or zoom recording link
 - Set up One on One meeting with department director
 - Attach pdf of CML Handbook for Appointed Municipal Board and Commission Members
 - Attach written board/commission job description
- Member has completed onboard training (Department: Zoom recording)
- Member has had one-on-one meeting with Department Head (Department)

First Meeting:

- Introductions to Staff and Board/Commission members

First Three Months:

- Schedule One-on-one check-ins (Department)
- Ask if member would like review of anything / if they have everything they need to succeed in their role (Department)