

Basic Onboarding Guidelines

Staff Responsibilities

1. Provide Commissioners Handbook to new commissioner
2. Inform new commissioner of “New Commissioner Orientation”

Staff and Chair/CoChair Responsibilities

1. Provide “What is Our Role?” and “What is Hoped as A Commissioner?” handouts to new commissioner
2. Provide a list of current commissioners with contact information
3. Assign a “Buddy” to the new commissioner
4. Provide a copy of the current Work plan to new commissioner
5. Meet (in person or virtually) with new commissioner prior to first commission meeting

Buddy Responsibilities

1. Meet (in person or virtually) with new commissioner prior to first commission meeting
2. Discuss “What is Our Role?” and “What is Hoped as a Commissioner?” handouts
3. Discuss current work plan and encourage new commissioner to select one or two sub groups to work with
4. Topics to discuss with new commissioner
 - Handouts as above
 - How HRIEC meetings work
 - powers/role of HRIEC
 - Review “Open Meeting” rule and implications (what is said in public meetings is public information)
 - Encourage new commissioner to view 1 or 2 previous commission meetings
 - Responding to contacts from public and/or fellow commissioners (do not use “reply all” to fellow commissioners)
 - other topics as needed