

**Office of Food Security
Governor's Council on Food Security (GCFS)
New Member Orientation Checklist**

GCFS Orientation Process

1. Written notice of appointment
2. Orientation call with Food Security and Wellness Manager
3. Orientation Toolkit review
4. Personal phone call or meeting with current GCFS member(s)
5. Introduction at GCFS meeting
6. Follow-up call after three (3) months of GCFS service

Written notice of appointment

___ Written notice of appointment, including member representation, term, meeting dates/locations

Orientation call with Food Security and Wellness Manager

- ___ GCFS overview/history
- ___ Overview of GCFS Orientation Toolkit
- ___ Identify current GCFS member(s) for personal phone call or meeting
- ___ Open Meeting Law (OML) overview

GCFS Orientation Toolkit review

- ___ Executive Order and Bylaws
- ___ GCFS Member List
- ___ Previous meeting minutes
- ___ Previous year's Annual Report
- ___ OML training
- ___ Glossary

Personal phone call or meeting with current GCFS member(s)

- ___ GCFS Q&A
- ___ Overview of member(s') affiliation/organization
- ___ Schedule tour of food insecurity organization and/or programs, upon request

Introduction at GCFS meeting

___ Upon appointment, allow for member introductions at the next scheduled GCFS meeting

Follow-up call after three (3) months of GCFS service

- ___ GCFS Q&A
- ___ Orientation feedback