

**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