

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

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**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 participating in two (2) GCFS meetings

**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