



**Board Member Orientation Checklist**

Congratulations and Welcome to the La Jolla Village Merchants Association Board of Directors. The following checklist will help get you oriented to your roles and responsibilities as a Board Members. Per our bylaws you will be serving a two-year term and are eligible to serve three consecutive terms.\*

Name: \_\_\_\_\_

Business: \_\_\_\_\_ City of SD Tax Certificate ID \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Date taking office:**

- \*Mid-Year Vacancy \_\_\_\_\_. All members filling a mid-year vacancy can run for a full first term at the next election cycle.
- November \_\_\_\_\_, \_\_\_\_\_. This is your 1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup> Term (Circle One)

**Required Documents**

- Swearing In Ceremony and Oath of Office. **Date:** \_\_\_\_\_
- Conflict of Interest Statement (Required Annually) **Date:** \_\_\_\_\_
- By Laws Received and Reviewed **Date:** \_\_\_\_\_

**Required Training**

- Anti-Harassment Training Completed. **Date:** \_\_\_\_\_
  - State of California Fair Labor and Housing - <https://www.dfeh.ca.gov/shpt/>
  - Other - Please include details/proof of completion. \_\_\_\_\_
  
- Ethics/Brown Act Fair Meetings Training. **Date:** \_\_\_\_\_
  - In person or live COW (Community Orientation Workshop) Training Completed.
  - Online City of San Diego COW Training.  
<https://www.sandiego.gov/planning/community/resources>
  - Training held in in conjunction with board meeting
  - Other - Please include details/proof of completion. \_\_\_\_\_

Board Member Signature: \_\_\_\_\_

Date \_\_\_\_\_

\*If you fill a mid-year vacancy you will serve through our Annual Meeting which takes place on the 2<sup>nd</sup> Wednesday in October each year. You will be eligible to run for a full two year during the next election cycle.