**POLICY | PURPOSE STATEMENT:**
To orient new board members to board responsibilities as well as educate regarding federally qualified health center requirements and retraining of current board members.

**SCOPE:**
This policy applies to new board members who have been approved by a majority vote of the Combest Health and Wellness Center Community Alliance, and for retraining of current board members.

**PROCEDURE:**
Within 3 months of board appointment, new members will receive training to include but not limited to:

1. Bylaws
2. Articles of Incorporation
3. Co-Applicant Agreement
4. Organizational Mission
5. Roles and Responsibilities
6. Organizational Chart
7. Compliance, Security, and HIPAA
8. Performance Improvement Program
9. Conflict of Interest and Confidentiality
10. Role of the Executive Director
11. Patient Rights and Responsibilities
12. Safety Overview
13. Health Center Site Visit Guide and Program Requirements
14. Financial Reports Overview
15. Committee Overview and member responsibility

The Executive Director is responsible for coordination of training and for ensuring that board members receive the appropriate training.
RESPONSIBILITIES | REVIEW | REVISIONS:
It is the responsibility of the Executive Committee to review and initiate necessary revisions based on collaboration and input by Policy and Procedure committee and through Administrative management of this policy, including the review and revisions will be the responsibility of the Executive Director.

RIGHT TO CHANGE POLICY:
TTUHSC SON COMBEST reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

ATTACHMENTS:
Attachment A: Board Member Orientation and Training Record
Attachment B: Confidentiality Form
Attachment C: Board Member Exceptions (Roles and Responsibilities)