

GFDA Board & Council Orientation

Adopted 6/19/24

Upon Election or Appointment

Prior to election or appointment, potential new Directors and Council members will be contacted by staff to confirm their willingness, eligibility, and contact information. Potential new Directors will be asked to review the GFDA Board Expectations.

Upon election or appointment:

Board Members

New Directors must fill out and sign a Conflict of Interest statement and an SBA Form 1081. Ex Officio Directors who choose to be non-voting do not need to submit an SBA Form 1081. New Directors must also submit a resume and fill out a GFDA Contact & Demographic form.

Council Members

New Council members do not need to submit a Conflict of Interest statement or an SBA Form 1081. New Council members should submit a resume and fill out a GFDA Contact & Demographic form.

Orientation

New Directors and Council members are encouraged to participate in a half-day orientation session. Morning and afternoon sessions will be scheduled every quarter. Current Board and Council members are also welcome.

Each session will start at GFDA's office to meet staff and receive a packet of information, a GFDA portfolio, business cards, and pins. A brief website presentation will inform members where they can find financial, policy, minutes, agendas and other information about our governance and activities.

Members will then be given a tour of the Great Falls area highlighting various GFDA successes and current projects. Morning tours will end with a lunch discussion. Afternoon tours will end with a beverage and snack discussion. Transportation back to GFDA's office will be provided.

Executive Committee Meeting

New members will be encouraged to attend an Executive Committee meeting during their first quarter to gain an understanding of how the Executive Committee operates.

Board & Council Meetings

As time permits, every Board & Council meeting will include a brief presentation by a staff member covering one or more of our areas of operation.