



November 15, 2017

F2017-14

TO: Fairground CEO's

SUBJECT: New Board of Director Orientation Plan Checklist

The Fairs & Expositions Branch has prepared a checklist to help fairgrounds develop a "New Board of Director" Orientation Plan to promote the success of newly appointed board members becoming quickly engaged in the board's activities by providing a comprehensive overview of the fairground's organization.

The checklist of items is intended to assist the fairgrounds in developing their own "New Board of Director" Orientation policy and plan. Having an effective orientation plan in place will encourage newly appointed board member's productivity and help serve the best interest of the fairgrounds.

In addition, F&E has created an orientation video to welcome and provide a quick overview of the new board member's role and responsibilities. Upon appointment, each DAA board member will be registered in the CDFA Online University by the F&E Training Coordinator and enrolled to watch the orientation video. The video is also available for all fairgrounds on the Fairs & Expositions website and may be viewed by clicking on the below link.

https://www.cdfa.ca.gov/Fairs_&_Expositions/Video/StateFairBoardOrientation.mp4

If you have any questions regarding developing and or tailoring a new board of director orientation plan for your fairgrounds, please contact Dave Dillabo, F&E Training Coordinator at david.dillabo@cdfa.ca.gov or call 916-900-5365.

Sincerely,

John Quiroz
Branch Chief
Fairs and Expositions

