

New Member Onboarding Timeline

Timeline	Activity	Contacts/Leads
1 st & 2 nd Month	New Member Orientation	Chair & Program Manager
	Meet with Council Mentor	Council Mentor
	Complete Trainings <ul style="list-style-type: none"> • Security Awareness Training • Local Ethics – AB1234 Ethics Training (ca.gov) • Anti-Harassment Training (recommended/optional) Provide printed Certificates of Completion for both.	Program Manager
	Volunteer Time Log	Chair, Council Mentor
	Review Brown Act Guidance Review https://www.socoadrh.org/	Mentor, Chair and/or Program Manager
	Complete Form <ul style="list-style-type: none"> • Conflict of Interest 	Program Manager
	Oath of Office	Deputy Clerk of the Board – through Program Manager
	3 rd & 4 th Month	Review <ol style="list-style-type: none"> 1. Bylaws (currently being updated) 2. Policy & Procedure (currently being updated) 3. Sonoma County Area Plan 4. County of Sonoma AAA Advisory Council Landing Page – Review Resources Section 5. County of Sonoma Adult & Aging Website 6. California Senior Legislature Website 7. Triple A Council of California Website 8. California Association of AAAs (C4A)
2 nd or 3 rd Month	Join an Ad Hoc Committee	
2 nd Quarter	Identify Your Why for Membership as an Advisory Council Member. <ul style="list-style-type: none"> • Request/Review guidance to help a deep dive into subject matter. • Identify Call-To-Action – How do you want to engage? 	Mentor, Chair and/or Program Manager
3 rd Quarter	Review materials. Check In with Chair and Program Manager.	Chair, Program Manager
Within 1 st Year	Sign Up to participate on a monitoring/focus group/site visit etc. to engage with contracted services, clients/recipients and service providers.	