Orientation Plan for New Members

Action Step: Discuss Roles and Responsibilities

Overview
Ensure member engagement by helping new, ad-hoc delegates, and returning members understand the public health and public safety partnership and their role in it. This resource provides guidance for creating an orientation plan and facilitating orientation sessions for your public health and public safety membership.

Purpose
Guide coordinators and public health and public safety members to develop an on-boarding process to orient members to the partnership.

When to Use This Resource
Use this guide to develop an orientation process and plan for new members, returning members, and ad-hoc delegates.

Activity Details

Who to Involve
- Public health and public safety partnership coordinator
- Leadership team
- Current, participating public health and public safety members
Time Needed to Complete

Will vary depending on materials already available that describe the work of the public health and public safety partnership and whether new materials will be created. Plan to spend 30-60 minutes reviewing the guide and gathering materials.

Format & Filetype

PowerPoint

Resources/Materials Needed

One or more of the following pieces of information:

- General information about the public health and public safety partnership framework
- Information on the background and organization of your public health and public safety partnership
- Current activities of your public health and public safety partnership
- Your public health and public safety partnership’s meeting schedule

Companion Resources:

- Member Engagement Pyramid Activity
- Partner Tracking Tool

What's Included

- Detailed instructions
- Completed examples
- Facilitator notes
- Next steps