

Orientation Guide for New Members of Boards of Health **Updated 12/28/15**

Orientation to Board of Health duties and responsibilities

- _____ New board member is sent a welcome letter from the District Health Director.
- _____ Review this Orientation Guide. (Office manager to provide copy.)
- _____ Review “A Guide to Serving on the County Board of Health”. (Office manager to provide copy.)
- _____ Review Board of Health bylaws. (Office manager to provide copy.)
- _____ Meet with the Board of Health chair to learn about Board of Health governance and expectations of board members.

Orientation to Health Department Services and county health assessments

- _____ Tour the health department and meet health department employees.
- _____ Meet with county nurse manager to learn about clinical services.
- _____ Meet with environmental health county manager to learn about environmental health services.
- _____ Review the County Health Assessment (available on the NCHD website at <http://northcentralhealthdistrict.org/programs-services/other/accreditation/>)

Orientation to Public Health Organization and Administration in Georgia

- _____ Review health department budget with district administrator or county office manager.
- _____ Watch Georgia Board of Health Training videos (<http://www.emory.edu/r4phtc> , go to Training, Boards of Health) produced by Region IV Public Health Training Center.
- _____ Attend Board of Health training offered by Georgia Public Health Association at the annual meeting.



Public Health for Middle Georgia

Serving Baldwin, Bibb, Crawford, Hancock, Houston, Jasper, Jones, Monroe, Peach, Putnam, Twiggs, Washington and Wilkinson Counties