

# **RONALD V. MCGUCKIN AND ASSOCIATES**

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## **ORIENTATION PROGRAM FOR POLICY COUNCIL**

1. History of Agency
  - Mission and Purpose
  - Profile
  - Local Statistics
2. General Overview
  - Prior year's Council Meeting Minutes
  - Meeting Schedules
3. By-Laws
4. Role of Policy Council
  - Planning
  - General Administration
  - Personnel Administration
  - Grant Application
  - Council Areas of Responsibility
  - Board/Staff Areas of Responsibility
5. Annual Report
  - Budget
  - Sources of Income
6. Program Descriptions
7. Organization Chart
  - Council Officers
  - Council Committees
  - Council Member Roster
  - Staff Roster and Board Roster
  - Job Descriptions for Council Members and Staff Members
8. Policy and Procedure Manual
9. Management Plan and Style

10. Specific Tasks, if any, for Council Members