

**CALIFORNIA HOUSING FINANCE AGENCY  
POLICIES AND PROCEDURES**

**Policy Number:** AD-HR-030

**Subject:** Board of Directors Orientation and Training

**Purpose:** The California Housing Finance Agency Board of Directors is committed to ensuring its members are provided with an orientation and ongoing training necessary to carry out their governance responsibilities.

**General Information:**

California Housing Finance Agency (CalHFA) has established an orientation plan and ongoing training activities to develop its Board of Directors during their tenure as outlined in this policy.

CalHFA may pay for training for all Board members but will only reimburse travel, lodging and meal expenses for those Board members who are eligible for per diem pursuant to Health & Safety Code Section 50909. Ex officio members (or their delegates) must seek reimbursement for travel, lodging and meal expenses from their department.

**Orientation:**

CalHFA's Executive Staff shall provide new members an orientation within the first three months of joining the CalHFA Board of Directors to assist them in understanding the history and operations of CalHFA, the Board's function, and the member's responsibilities regarding conflicts of interest and open meetings laws.

**Mandated Training:**

Each member of the CalHFA Board of Directors shall participate in the following mandated training within six months of assuming office and every two years thereafter:

- Ethics Training
- Harassment Prevention Training

CalHFA's training officer, in coordination with the Board's Secretary, shall maintain training records for each member and shall be responsible for scheduling mandatory training.

**Discretionary Training Activities:**

To enhance the knowledge and expertise of the members of the CalHFA Board of Directors, members are encouraged to submit their request to participate in the following training activities (see Steps for Requesting Training Activities below):

- The National Conference of State Housing Boards Annual Board Training
- The National Conference of State Housing Agencies (NCSHA) Legislation Conference
- The NCSHA Annual Conference

Participation in the above referenced conferences is subject to available funds.

To provide equal opportunity to board members during their tenure, attendance at the NCSHA sponsored conferences will be rotated amongst the members.

**Steps for Requesting Training Activities:**

The members of the CalHFA Board of Directors interested in participating in the discretionary training activities shall obtain pre-approval by requesting CalHFA staff to complete and submit a completed Board Member Training Request Form to the Executive Director (ED), who shall ensure there are sufficient funds in the Board of Directors' travel and training budget. The ED's office will forward the request to the Board Chairperson for final decision and approval. The approved Board Member Training Request Form will be sent to the training officer for registration (see Registration below). Board members are not required to sign this form; a verbal or written approval is sufficient for CalHFA staff to type their names in the signature area of this form.

**Out-of-State Travel:**

When the above referenced training activities are out of state, the members of the CalHFA Board of Directors must also request CalHFA staff to complete and submit the Out-of-State Travel Request Form (see the Out-of-State Travel Policy for further direction) with the Board Member Training Request Form (see Steps for Requesting Training Activities above). Board members are not required to sign this form.

**Registration:**

Registration for all training is the responsibility of the training officer. The members of the CalHFA Board of Directors will be notified about their registration details, including a PDF copy of the approved Board Member Training Request Form, by email (using Outlook meeting invitation).

**Cancellation:**

Board members are asked to be aware of the training vendor's "Cancellation Policy" and to report any cancellations or changes to the Executive Director's Office, the Board Secretary, and training officer immediately so that another Board Member may be substituted or other arrangements can be made, if appropriate. If registration is not cancelled within the specified timeframe, CalHFA will be responsible for payment due to non-attendance.

**Reimbursement:**

Those members of the CalHFA Board of Directors who are eligible to be reimbursed for travel associated with the above referenced activities must submit a completed Travel Expense Claim (see the Travel Expense Claim Policy for further directions) and shall be reimbursed as outlined in the [CalHR Travel Rules](#). Ex officio members must seek reimbursement from their departments per their policy.

**Authorities:**

Government Code Section 12950.1(a); Sections: 11146 – 11146.4

**Related Documents:**

Form
<a href="#">Board Member Training Request Form</a>
<a href="#">Board Member Out-of-State Travel Request Form</a>
<a href="#">Out-of-State Travel Policy</a>
<a href="#">Travel Expense Claim (STD. 262)</a>
<a href="#">Travel Expense Claim Policy</a>