

## GETTING STARTED CHECKLIST

<input type="checkbox"/>	<p>We encourage Board members to sign-up for CalHFA's Enews to help stay current on CalHFA activity. You can sign-up by clicking on the link below:  <a href="#">CalHFA Enews</a></p>
<input type="checkbox"/>	<p>CalHFA's website has a page dedicated to our Board of Directors. We request that you submit a picture and bio. We may adjust it to fit our standard content format and will post it on our webpage once you have taken your oath. If you prefer, we can prepare a bio on your behalf and publish it after you've reviewed it for accuracy. Be sure to send us information on your background. You can see our current Board of Directors page by clicking on the link below:  <a href="#">CalHFA Board of Directors</a></p>
<input type="checkbox"/>	<p>Ex-officio Board members may provide CalHFA with a <i>Delegation of Authority</i> letter authorizing the staff you would like to be able to attend the Board meetings on your behalf.</p>
<input type="checkbox"/>	<p>Please provide CalHFA with the following contact info:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Mailing Address</li> <li>• Phone number (office and mobile)</li> <li>• Administrative Assistant name, email, and phone number</li> <li>• Delegates name, email, and phone number</li> </ul>
<input type="checkbox"/>	<p>All Board members are required to submit a Form 700 to CalHFA.</p>
<input type="checkbox"/>	<p>iPads's are available for Board members to use in conducting CalHFA business and viewing Board materials. If you are interested in having one assigned to you, please let us know and we will prepare the proper authorizations.</p>
<input type="checkbox"/>	<p>CalHFA will provide, prepare, and submit Travel Expense Claim (TEC) forms for Board members. To be reimbursed properly, we will need you to save all receipts for travel expense and abide by the State and CalHFA travel policies. If Board members choose to prepare their own TECs, please send completed forms with receipts to Courtney Pond at <a href="mailto:cpond@calhfa.ca.gov">cpond@calhfa.ca.gov</a> for submission.</p>
<input type="checkbox"/>	<p>Ex-officio Board members will be responsible for submitting their TECs through their agencies for reimbursement, not CalHFA.</p>
<input type="checkbox"/>	<p>CalHFA will assign new members with a CalHFA email to use for all CalHFA business. We ask that you check this email regularly for new messages. This only applies to members without a state email address assigned.</p>
<input type="checkbox"/>	<p>Personnel documents required by CalHFA will be provided to Board members and include:</p> <ul style="list-style-type: none"> <li>• Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California</li> <li>• Employee Action Request</li> <li>• Designation of Person Authorized to Receive Warrants</li> <li>• Race Ethnicity Questionnaire</li> </ul>
<input type="checkbox"/>	<p>Board members per diem payments will be processed automatically by CalHFA staff and mailed to the address on file within 2 weeks of their attendance at a Board meeting.</p>
<input type="checkbox"/>	<p>Each Board member is required to participate in the following mandated training within six months of assuming office and every two years thereafter:</p> <ul style="list-style-type: none"> <li>• Ethics Training</li> <li>• Harassment Prevention Training</li> </ul> <p>CalHFA's Training Officer, in coordination with the Board's Secretary, shall maintain training records for each member</p>

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	and shall be responsible for scheduling the training.
<input type="checkbox"/>	To further enhance their knowledge and expertise, Board members are encouraged to request to participate in the following training activities <ul style="list-style-type: none"><li>• The National Conference of State Housing Boards Annual Board Training</li><li>• The National Conference of State Housing Agencies (NCSHA) Legislation Conference</li><li>• The NCSHA Annual Conference</li></ul>