

## Being an Effective Member

### Resource

New Members can spend some time reviewing Governor Kate Brown's [Membership Handbook for Boards and Commissions](#).<sup>1</sup> Some recommended sections include, but are not limited to:

- Representation (page 3)
- Being an Effective Board Member<sup>2</sup> (page 4)
- Public Records/Public Meetings<sup>3</sup> (page 4)
- Americans with Disabilities Act (page 5)
- Common Sense (page 5)

### Required Training

State law and policy requires all new board and commission members to complete three online courses administered by the Department of Administrative Services (DAS) within six months of their appointment. To meet the requirement, the following three courses will be assigned to you in Workday. You will receive login credentials in your email after your appointment has been processed in the system. If you don't, please contact your Board Administrator for assistance.

1. DAS - Chief Human Resources Office (CHRO) - Overview of Boards, Commissions, & Small Entities
2. DAS - CHRO - Preventing Discrimination and Harassment\*
3. DAS - Enterprise Information Services (EIS) - Information Security Training: Foundations\*

\*Indicates the training must be completed annually throughout the duration of your appointment.

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<sup>1</sup> Governor's Membership Handbook for Boards and Commissions,  
[https://www.oregon.gov/gov/Documents/Board%20Handbook\\_2-18-15.pdf](https://www.oregon.gov/gov/Documents/Board%20Handbook_2-18-15.pdf)

<sup>2</sup> Quick link to [Oregon Revised Statutes \(ORS\) 182.010](https://www.oregonlegislature.gov/bills_laws/ors/ors182.html) referenced in Handbook Section,  
[https://www.oregonlegislature.gov/bills\\_laws/ors/ors182.html](https://www.oregonlegislature.gov/bills_laws/ors/ors182.html)

<sup>3</sup> Additional reference [Oregon Department of Justice Public Records and Meeting Law](https://www.doj.state.or.us/oregon-department-of-justice/public-records/public-records-and-meetings-law/),  
<https://www.doj.state.or.us/oregon-department-of-justice/public-records/public-records-and-meetings-law/>