

Marin County Commission On Aging
Draft On Boarding Process
1 October 2026

The onboarding process for new members of the Marin County Commission on Aging involves a structured orientation focused on the roles and responsibilities under the Older Americans Act, the vision and mission of the Commission on Aging, bylaws review, first year engagement timeline, mentorship, introducing members to the Area Agency on Aging and current local advocacy initiatives.

Orientation and Mentorship

- **Formal Orientation:** Scheduled by staff no later than the second month of membership, held virtually or in person with the Commission Chair or Vice Chair, Area Agency on Aging (AAA) representative, and veteran members.
- **Mentor Pairing:** Each new member is paired with an experienced commissioner for one-on-one guidance, meeting prep, and monthly check-ins.
- **Bylaws & Governance Review:** Coverage of commission policies, participation and attendance expectation, roles and responsibilities of commissioners, executive committee, and staff liaisons, difference between standing and ad hoc committees, resource guide, compliance with Federal, State, and County laws, regulations, policies and procedures, Commission bylaws, online member resources including meeting agendas and minutes, meeting calendar, Brown Act, Roberts Rules of Order, and applicable County policies.

First-Year Engagement Timeline

- **Months 1–2:** Attend initial monthly meetings, completed bylaws and governance review, review mission/bylaws with your mentor, and learn voting and discussion procedures.
- **Months 2–3:** Join an ad hoc or standing committee and identify your personal focus areas for advocacy.
- **First Quarter:** Review background materials and define your call-to-action engagement goals with the Chair and Committee Chair.
- **Within First Year:**
 - Participate in a site visit, focus group, or program monitoring session to engage directly with service providers and community clients.
 - Meet with the city or town council or the Board of Supervisor for your district and their support staff at least once.

Mentoring with New Commissioner - Orienting new members to their responsibilities and pairing them with a mentor improves retention by helping them feel more connected and committed to the Commission. New members are paired with an experienced Commission member who serves as their Commission Mentor for the first year of their membership. When selecting a Mentor, the Chairperson will consider the experience and knowledge, interests, supervisorial districts, and availability of the Mentor and the new member. Serving as a Mentor is voluntary and any member may serve as a Mentor. At any time, a Mentor may be replaced at the request of the new member, the Mentor, or the Commission Chairperson.

Mentor Responsibilities - New members are paired with an experienced Commission member who serves as their Commission Mentor for the first year of their membership.

- Introduce the new member to other Commission members, County staff, and community partners.
- Mentor should schedule their first meeting with the new member as soon as possible, not later than the second month of membership to review parliamentary procedures (quorum, making motions, voting, Brown Act, remote attendance policy).
- Discuss with the new members can participate in committee activities and providing updates to their town, city, or Board of Supervisor.
- Prior to each meeting, check in with new member before a meeting to encourage them to prepare for discussions and voting and answer any question. Follow up after the meeting to address any questions.