

New Member Onboarding

Onboarding Check List

New Member Name: _____

Appointment Date: _____

CPARB Mentor Name: _____

	Task	Date Completed
1	Bookmark the CPARB Homepage.	
2	Add CPARB meetings to your calendar for the year.	
3	Review and complete Governor’s Online Appointee Training. https://www.governor.wa.gov/boards-commissions/resources-appointees/online-appointee-training	
4	Download and review Governor’s Boards and Commissions Handbook https://www.governor.wa.gov/sites/default/files/documents/handbook.pdf	
5	Meet with your CPARB Mentor.	
6	Review CPARB Bylaws <Add updated link>	
7	Review and confirm CPARB expectations for members	
8	Review CPARB Shared Commitments https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/CPARB_SharedCommitments.pdf?=8b033	
9	Review RCW 39.10 https://apps.leg.wa.gov/rcw/default.aspx?cite=39.10	
10	Review Design-Build Best Practices Guidelines https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/DBBP-Guidelines_Revised_5-2018.pdf?=edb46	
11	Review GC/CM Best Practices Guidelines <update when published>	
12	Review Business Equity/Diverse Business Inclusion Report https://des.wa.gov/sites/default/files/public/documents/About/CPARB/Reports/BE/DBI_ReportToLegislature_6-9-2022_Final.pdf?=edb46	
13	Review Local Government Public Works Study Report https://des.wa.gov/sites/default/files/public/documents/About/CPARB/AdminDocs/LocalGovtPWS_LegislativeRpt_7-9-2021.pdf?=edb46	
14	Review Committees and Determine Committee membership preference https://des.wa.gov/about/committees-groups/capital-projects-advisory-review-board-cparb	
15	Attend PRC Business Meeting https://des.wa.gov/about/committees-groups/project-review-committee-prc	
16	Attend PRC project/certification application hearing	

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	Task	Date Completed
17	Attend New Member Committee meetings	
18	Re-authorization Reports	

Checklist Completed: [Date] _____

[Mentor]

[Mentee]