

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 https://des.wa.gov/sites/default/files/2023-03/CPARB-Bylaws.pdf	
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/2022-11/DBBP-Guidelines_Revised_5-2018.pdf	
11	Review GC/CM Best Practices Guidelines <will update when published>	
12	Review Business Equity/Diverse Business Inclusion Report https://des.wa.gov/sites/default/files/2022-10/Report-BEDBI-2022-06-09.pdf	
13	Review Local Government Public Works Study Report https://des.wa.gov/sites/default/files/2022-06/LocalGovtPWS_LegislativeRpt_7-9-2021.pdf	
14	Review Committees and Determine Committee membership preference <i>Located on the CPARB Homepage</i>	
15	Attend a Project Review Committee Business Meeting https://des.wa.gov/about/committees-groups/project-review-committee-prc	
16	Attend a Project Review Committee project/certification application hearing <i>See the PRC Homepage for meeting dates.</i>	
17	Review the latest Reauthorization Reports located on Background and Reference webpage: https://des.wa.gov/about/committees-groups/capital-projects-advisory-review-board-cparb/background-and-reference	

(Mentor Signature)

(Mentee Signature)