



Association of Washington Public Hospital Districts

Public Hospital District Commissioner Onboarding Checklist

This checklist is to help your public hospital district (PHD) create or modify an onboarding system for newly elected or appointed commissioners. Please customize this guide to the PHD's specific policies.

Pre-Onboarding:

1 Oath of Office:

May be taken up to 10 days before the date the term of office commences or at the last regular board meeting prior to that date ([RCW 29A.60.280\(3\)](#)). If a commissioner is appointed to fill a vacant board position, the oath is taken at the time the commissioner assumes office.

Orientation:

2 Overview of Public Hospital District:

- ☐ Watch AWPHD's "[What is a PHD?](#)" video
- ☐ Provide an overview of the PHD's history, mission and current initiatives.
- ☐ Review the current financial situation of the PHD.

3 Set regular check-in meetings:

- ☐ Set one-on-one meetings with Board Chair.
- ☐ Set one-on-one meetings with CEO.

Handbook & Resources:

4 Create a handbook for commissioners with resources and key information:

- ☐ **Bylaws** – outlining governance structure, responsibilities, and procedures.
- ☐ **Policies** – including operational, ethical, financial, and personnel policies relevant to board oversight.
- ☐ **Key Documents** – such as strategic plans, meeting protocols, budget summaries, and compliance guidelines.
- ☐ **Partnerships** – any guides or materials provided by key partnerships and external resources.
 - [AWPHD Legal Manual](#)
 - [AWPHD Commissioner Guide](#)

Defined Roles and Responsibilities:

5 Expectation Setting:

- ☐ Clearly communicate expectations of commissioners.

6 Define Roles:

- ☐ Define their role and responsibilities using tools like [CEO and Board Decision Matrix](#) or [RACI Matrix](#)
- ☐ Review the AWPHD Governance Education Short: [Defined Roles in PHDs](#)
- ☐ State the roles of any committees the PHD may have and how they contribute to the goals.

Training and Development:

7 Required Training:

- ☐ Required Training: [Open Public Meetings Act \(OPMA\) & Public Records Act \(PRA\)](#)
 - Within **90 days** of taking the oath of office.
 - A review of the same training course required 4 years into a 6-year term.

8 Governance Best Practices:

- ☐ Enroll in the [AWPHD/WSHA Governance & Executive Education Program](#) through the [Governance Education Portal](#)
- ☐ Review list of available [Governance Education Shorts](#)