



NEW BOARD MEMBER

QUICK-START GUIDE

1. PAPERWORK... THE HEART AND SOUL OF GOVERNMENT

The packet of information you received from the Division has several required components. Make sure you have completed it and bring it (along with your I-9 ID) to your first board meeting.

2. CONTACT YOUR BOARD SECRETARY.

Feel free to reach out to the Board Secretary to ask questions, get the upcoming schedule of meetings, etc.! You can find your assigned board secretary's information under the "Contact Us" page.

3. STUDY UP!

If you haven't already, read through your assigned profession's statutes and rules. Links to statutes and rules can be found [our website](#) by selecting the profession specific page. While you're on the profession page, take a look through some of the content to familiarize yourself with what the public sees, especially the applications and FAQs.

You may also find it useful to listen to or read the minutes of the last few board meetings. You can find previous board meetings (and agendas for future meetings) on the [Utah Public Notice Website](#).

4. COMPLETE THE NEW BOARD MEMBER TRAINING MODULES.

These short trainings are a crash course in how the board functions. They should take just a few minutes, but will help you understand the basics, allowing you to focus on the important policy issues instead of the mechanics of your first meeting!

