

New Board Member Guide

Welcome to the Board. The good news: there is no secret handshake. The mildly annoying news: Microsoft may still ask you to sign in like there is one.

Short Version

1. Use the [Board SharePoint site](#) for meeting packets, pre-reads, and Board working files.
2. Read the meeting pre-reads before Board meetings.
3. You can upload files to the Board SharePoint when you need to share material with the Board.
4. When Trish asks for agenda items, email her anything you want added about a week before the meeting.
5. If you cannot open something, contact **ITHelp@sandiahomeowners.org** and include the link that failed.

Board SharePoint: Where The Board Files Live

The Board SharePoint site is the Board's file cabinet. It is where meeting pre-reads, packets, drafts, and reference files should live.

Direct link: <https://shha.sharepoint.com/sites/BOARD/>

If Microsoft drops you into a confusing page, do not take it personally. Use the direct link above. It is the front door.

Meeting Pre-Reads

Before a Board meeting, check the Board SharePoint for the meeting materials. These are the pre-reads: the things everyone is expected to look at before the meeting so the meeting can be a meeting, not a dramatic public reading of PDFs.

If a document seems missing, ask Trish or office staff. If the link opens for others but not for you, contact ITHelp.

Uploading Files For The Board

Board members can upload files to the Board SharePoint.

1. Open the [Board SharePoint site](#).
2. Open the document library or the folder Trish or the Board is using for that meeting/topic.
3. Click **Upload**, then choose your file.
4. After uploading, send the Board or Trish a SharePoint link instead of attaching a separate copy.

When in doubt, use a clear file name with the topic and date. Future-you and future-neighbors will appreciate it.

Agenda Items

Trish will usually prompt Board members for agenda items before a meeting. When she does, send her any agenda item you want considered about a week in advance.

A helpful agenda request includes:

- A short title.
- Whether the item is for information, discussion, or a decision.
- Any file or background material as a SharePoint link.
- Any timing concern, such as "needs a vote this month."

Board Email Basics

- Use **board@sandiahomeowners.org** when the whole Board should receive a message.
- Use your own account for ordinary email and Microsoft sign-in.
- If you also hold an officer role, use that role inbox for official role business so the history stays with the office.

Quick Help

- **Access denied?** Make sure you accepted the Microsoft invitation, then contact ITHelp if it still fails.
- **Cannot find pre-reads?** Ask Trish or office staff where that meeting's packet is stored.
- **Unsure where to upload?** Ask before creating a new folder. Tidier folders make calmer neighbors.

Related Pages

- [Quick Links & Directory](#)
- [Volunteer with SHHA Email](#)
- [FAQ](#)

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