

Board Orientation Tips and Materials List

1. Orient every new board member and reorient full board annually at board retreat.
2. Make the orientation personal and focus it heavily on the intended role of the new board member.
3. Cover the following topics in the orientation.
 - The Mission of the Organization
 - The Vision
 - The organization's Values Statement
 - Description of programs
 - Appropriate statistical information on program growth, development etc.
 - Outline of major current issues, concerns
 - History of the Organization
 - Board member responsibilities
 - Board organization and membership overview
 - Board meeting schedules
 - Committee structure
 - Executive director's job description
 - By-law review
 - Budget and current projections
 - Current long and short-range plans
 - Printed list of board members, addresses, phone/fax
 - Printed listing of committee assignments, chairs
 - Copies of appropriate printed materials about the organization