

NEW BOARD MEMBER ORIENTATION PLAN

Topic Area	Goals and Content	Method	By Whom
History	<ul style="list-style-type: none"> • Provide historical information about the founding of the organization and key milestones. • Help new board members view their involvement as part of the journey of the organization. 	<ul style="list-style-type: none"> • Historical timeline • PowerPoint of history • Video, photos, news clippings • Old annual reports 	<ul style="list-style-type: none"> • Invite former board members in to speak about historical context. • Ask board members with longest tenure to participate as well.
Strategic Direction	<ul style="list-style-type: none"> • Present mission, vision, strategic plan, and current goals for the organization. • Provide context for how they can support organization. 	<ul style="list-style-type: none"> • Strategic plan • Business plan • Discuss goals and future dreams of organization 	<ul style="list-style-type: none"> • Board chair & executive director • Or chair of strategic planning committee
Board Roles and Operation	<ul style="list-style-type: none"> • Help new board members get acquainted with the board • Understand how the board operates • Learn roles and expectations of board members and committees. 	<ul style="list-style-type: none"> • Board manual and expectation agreement • Board member profiles • List of committees • Meeting schedule 	<ul style="list-style-type: none"> • Governance committee chair • Board chair • Other board members as available
Finances	<ul style="list-style-type: none"> • Provide new board members with knowledge about funding streams, current fiscal status, overall fiscal health of the organization and risk management 	<ul style="list-style-type: none"> • Most recent audit • Annual budget • Financial reports • Insurance policies overview 	<ul style="list-style-type: none"> • Finance chair • Board treasurer • Board chair • Executive director • CFO
Programs	<ul style="list-style-type: none"> • Provide inspiration about why services make a difference, how mission is achieved 	<ul style="list-style-type: none"> • Tour facilities/programs • Client presentations • Videos, program descriptions 	<ul style="list-style-type: none"> • Program staff • Executive director
Organization Structure	<ul style="list-style-type: none"> • Help new board member understand staff roles and how the organization operates. 	<ul style="list-style-type: none"> • Bylaws, organization chart • Key staff job descriptions • Staff presentations 	<ul style="list-style-type: none"> • Executive director • Senior managers
Fundraising	<ul style="list-style-type: none"> • Help new board member find their fit in fundraising strategies 	<ul style="list-style-type: none"> • Fund Development Plan • Annual Appeal process • Events calendar 	<ul style="list-style-type: none"> • Chair of development committee • Board chair • Development director



BOARD ORIENTATION CHECKLIST

- **Tour** facility
- **Introduce** to staff and specifically to administrative assistant assigned to board communications
- **Review Board Manual** which should include:
 - Contact information and profiles of fellow board members
 - Contact information of key staff people
 - Organizational chart
 - List of committees
 - Board meeting schedule for the coming year
 - Copies of mission, vision and values statement
 - Current by-laws
 - Current strategic and/or business plan
 - Current annual budget
 - Copies of appropriate policies such as investment, conflict of interest or whistleblower
 - Description of programs
- Discuss brief **historical overview and key milestones** of nonprofit
- **Discuss mission** and provide stories, data and overview of what is being accomplished
- If appropriate, **invite clients or constituents** to describe benefits of services and share outcomes
- **Review fiscal report** and describe how financials will be provided to board, key indicators the board tracks for fiscal stability
- Provide copy of most recent **Form 990 and audit**
- **Review strategic plan** and discuss how plan is used and the process for future planning
- **Review annual budget**, explaining historical trends in both revenue and expense
- **Review committee structures** and task force sub-groups and discuss process for serving on a committee
- If senior management team is in place, **ask team to meet with new member** and describe priorities and roles
- Discuss the ways in which board members engage in **fundraising strategies** and the giving expectations for board members
- **Connect new board member to a senior board mentor** – so that throughout the first year the new member has someone to check in with and provide support

