**Board Orientation Check list**

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| --- | --- |
| 1. General Information
 |  |
| By laws  |  |
| Board Structure |  |
| Vision and Mission  |  |
| History of the Organization |  |
| Strategic Plan – Strategic priorities, goals and objectives |  |
| Summary of all programs and services |  |
| List of board members |  |
| 1. Roles and Responsibilities
 |  |
| Board Member Job Description |  |
| Committees and their role, job description |  |
| Expectation of new board members |  |
| List of annual events board expected to participate in |  |
| 1. Policies and Procedures
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| Board policies and procedures  |  |
| Board culture – overview of how the board works |  |
| 1. Financial Management
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| Budget Process |  |
| Copy of current year budget |  |
| Audit and/or annual report |  |
| Current financial statement |  |
| 1. Other Information
 |  |
| Minutes of board meetings (3 to 6 months) |  |
| Confidentiality, Conflict of Interest to sign  |  |
| 1. Fundraising
 |  |
| Contribution Expected |  |
| Summary of Fundraising activities  |  |
| Board Role in Fundraising – define expectations and events to participate |  |