###  **New Board Member Orientation Checklist**

***For use by new trustees/ directors and their board buddies to ensure effective and timely orientation***

**Name of new board member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board Buddy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Topic** | **Activity** | **Date Completed** |
| **Introduction to Ministry Name** | * Mission of Ministry name
* Tour of facilities
* Presentation by chief administrator, key staff, video or other electronic media
* Written materials
* Website (add hyperlink)
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| **The School Sister of Notre Dame Tradition** | * Highlights of Life of Mother Theresa & Mother Caroline
* SSND – Brief history & recent developments
* Charism / Educational Vision / Spirit
* Website SSND NA [www.ssnd.org](http://www.ssnd.org)
* Atlantic-Midwest Province website

 [www.amssnd.org](http://www.amssnd.org)  | ­­­­­­­­­­­­­­­ |
| **Finances** | * Presentation / meeting with chief executive, chief financial officer or treasurer
* Review of recent financials
* Learn how to read and understand financial statement
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| **History**  | * Read written materials; review website
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| **Strategic Direction** | * Review strategic plan / progress so far
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| **Organizational Structure**  | * Your ministry as a ministry of Catholic Church
* Two tier board / reserved powers
* Review of bylaws
* Review of organizational chart
* Introduction to key staff members
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| **Role of the Board** | * Review of written materials
* Review of Board Handbook
* Discussion with board chair or whole board
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| **Board Member Responsibilities** | * Individual Board Member responsibilities
* Signed agreement
* Conflict of interest policy
* Signed conflict-of-interest disclosure form
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| **Board Operations** | * Review of AM SSND Board Guidelines
* Meeting with board chair
* Attend board meetings
* Accept committee or task force assignment
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