### **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) |  |
| **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 | ­­­­­­­­­­­­­­­ |
| **History** | * Read written materials; review website |  |
| **Strategic Direction** | * Review strategic plan / progress so far |  |
| **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 |  |
| **Role of the Board** | * Review of written materials * Review of Board Handbook * Discussion with board chair or whole board |  |
| **Board Member Responsibilities** | * Individual Board Member responsibilities * Signed agreement * Conflict of interest policy * Signed conflict-of-interest disclosure form |  |
| **Board Operations** | * Review of AM SSND Board Guidelines * Meeting with board chair * Attend board meetings * Accept committee or task force assignment | ­­­­­­­­­­­­­­­ |