



NEW BOARD MEMBER ORIENTATION AT AN SSND MINISTRY

(Suggested)

Several ministries in an area may want to join together for Session One, which includes topics applicable to all, and then split for Session Two, which is specific to the particular ministry. Some adjustments may be needed, depending on the ministry and time available. Please see the note at the end of this document regarding webinars, on-site board retreats, and materials.

Who attends?

- **Board Chair** (Leader of orientation program)
- **Newly appointed board members**
- **Trustees /Directors / Governance committee members**
- **Seasoned board members who are willing to be “board buddies” to new members**, especially from committees that new members will be invited to join. Assist with parts of program.
- **For Schools: President / Headmistress (and Principal for Session Two - Presentation on School.) CFO or chair of finance committee.**
- **For Outreach Ministries: Executive Director / Program Director;** CFO or chair of finance committee.

When? Ideally, before newly appointed board members' first board meeting

How long? **Full day - on a Saturday** – entire program – Parts 1-5 **OR**

Session 1 – Parts 1-4 on a Saturday morning

1. Welcome / introductions /prayer
2. SSND heritage , charism, and educational vision
3. Board responsibilities, governance in SSND ministries
4. SSND Sponsorship / Ministry Services /Support

Session 2 – Part 5 –a two hour evening session, preceded by a light supper

5. Information and materials specific to this ministry's board

Why? To give new board members the information about the board and the school / ministry that they need to hit the ground running, to begin to build necessary relationships, and to feel engaged as a valuable team member.

Equipment & Materials:

- Computer, projector & screen.
- Internet access to www.ssnd.org , <http://atlanticmidwest.org>, school / ministry website.

- Information packet for each new board member (*See below Session 2 – Part 5 E for list of materials + other handouts as needed.*)
- New board Member Orientation checklist for your ministry
- **When you invite participants, ask new board members (and all attending) to bring their copies of their Board Handbook (paper or electronic) and their favorite device.**

Session One – General Information on SSND Board Service			
Sample Sat. Schedule	Activity	Estimated Time	Total time
8:45	Arrival / Coffee & Danish (optional)		15
9:00	1. Welcome / Introductions / Prayer		45
	Welcome to all participants	5	
	Self-introductions – getting acquainted --	30	
	<ul style="list-style-type: none"> ➤ Board Chair, ministry personnel, veteran board members: name, role, length of association, personal & professional background + something about the ministry you are very proud of, or something about your experience on the board. ➤ New board members: a bit about themselves, family, professional background, past association with the ministry, why they think they were invited to be on the board. 		
	<ul style="list-style-type: none"> ➤ Prayer Based on board service as ministry & SSND Foundress, Mother Mary Theresa of Jesus Includes time for reflection and sharing 	20	
9:45	2. Presentation: Mission, History, & Spirit of SSND	30	30
	<ul style="list-style-type: none"> ➤ Introduction to Mother M. Theresa of Jesus Gerhardinger, Mother Caroline Friess, ➤ SSND charism, tradition and spirit; educational vision ➤ Q & A <p style="text-align: center;"><i>(In-person presentation, Video or Webinar)</i></p>		
10:15	Break	15	
10:30	3. Role of the Board	40 + 20 minutes for Q & A	60
	<ul style="list-style-type: none"> ➤ Governance in a non-profit corporation Board responsibilities, trustee /director ➤ Safeguarding the Sacred Trust Relationship of ministry to SSND and the Catholic Church Powers reserved to Members of the corporation <p style="text-align: center;"><i>(In-person presentation, Video or Webinar)</i></p>		

11:30	4. SSND Sponsored Ministries <ul style="list-style-type: none"> ➤ SSND Schools and ministries – handout w/ contact info ➤ Ministry Services Director - Yvonne DeBruin Associate Director - Patrick Laorden Administrative Assistant - Laura Stafford ➤ Ministry resources available on www.amssnd.org 	30	30
12:00	Lunch	45	45
Session Two /Part 5 This Ministry and its Board of Trustees / Directors			
12:45	<ul style="list-style-type: none"> ▪ Designate a mentor / buddy for each new member ▪ Distribute packet of materials – paper ▪ Indicate where board materials can be found online 	15	
1:00	A. History and Mission of the Ministry <ul style="list-style-type: none"> • The purpose is to give the new board members an understanding of the ministry <u>today</u> (even if they are alumni/ae of the school) • How does the ministry align with SSND charism and vision? • Current Status of Ministry – in general terms <ul style="list-style-type: none"> ○ Programs ○ Finances ○ What is unique about the ministry or what you are most proud of 	20	
	B. Board Membership – handouts <ul style="list-style-type: none"> ▪ Board Chair ▪ Number of voting members ▪ Ex officio members ▪ Non-voting members, etc. 	10	
	C. Committees /Chairs how they function – briefly - handouts <ul style="list-style-type: none"> ▪ Executive ▪ Directors ▪ Finance & Operations ▪ Audit & Compensation ▪ Other board committees and task forces ▪ <i>Where might these new members serve?</i> 	20	

	D. Board Meetings - handout <ul style="list-style-type: none"> ▪ Frequency ▪ Dates for the year ▪ Board Retreat ▪ Preparation for meetings, e.g., how to access minutes & other materials, online e.g., Dropbox 	10	
2:00	E. Review packet of materials – 20 minutes for quiet review F. Time for questions - 20 minutes <ul style="list-style-type: none"> ▪ New Board Member Orientation Checklist ▪ Ministry’s Mission Statement ▪ Board of Trustees / Directors Handbook N.B. Bylaws & Reserved powers (printed or online) ▪ Strategic Plan – where we are now ▪ Financial position – assets; endowment, reserve ▪ Budget – how we are doing ▪ Advancement and / capital campaign info – how we are doing ▪ Board Goals – if set ▪ List of current board members w/ contact info ▪ Ministry Organizational Chart ▪ Tech Directions: How to access board meeting materials online, if available ▪ Recent newsletters, publications ▪ List of acronyms & glossary of terms ▪ Ministry website ▪ <i>Other materials as appropriate</i> 	40	40
2:45	Close of meeting – Encourage new members to sit next to their mentors at board meetings & call them if they have questions.		

Please contact Yvonne DeBruin, Director of Ministry Services, at (410) 377-7774, X 1153 ydebruin@amssnd.org if you

- Have questions, would like to would like to order materials, or the links don’t work;
- Would like to invite Yvonne to conduct a joint orientation board retreat (Session One) for the ministries in your geographical area
- Would like to schedule a webinar for one or more of the topics indicated in Session One.