

# NEW BOARD MEMBER ORIENTATION PLAN

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



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## 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

