<table>
<thead>
<tr>
<th>Topic Area</th>
<th>Goals and Content</th>
<th>Method</th>
<th>By Whom</th>
</tr>
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</table>
| History                     | • Provide historical information about the founding of the organization and key milestones.  
• Help new board members view their involvement as part of the journey of the organization. | • Historical timeline  
• PowerPoint of history  
• Video, photos, news clippings  
• Old annual reports | • Invite former board members in to speak about historical context.  
• Ask board members with longest tenure to participate as well. |
| Strategic Direction         | • Present mission, vision, strategic plan, and current goals for the organization.  
• Provide context for how they can support organization. | • Strategic plan  
• Business plan  
• Discuss goals and future dreams of organization | • Board chair & executive director  
• Or chair of strategic planning committee |
| Board Roles and Operation   | • Help new board members get acquainted with the board  
• Understand how the board operates  
• Learn roles and expectations of board members and committees. | • Board manual and expectation agreement  
• Board member profiles  
• List of committees  
• Meeting schedule | • Governance committee chair  
• Board chair  
• Other board members as available |
| Finances                    | • Provide new board members with knowledge about funding streams, current fiscal status, overall fiscal health of the organization and risk management | • Most recent audit  
• Annual budget  
• Financial reports  
• Insurance policies overview | • Finance chair  
• Board treasurer  
• Board chair  
• Executive director  
• CFO |
| Programs                    | • Provide inspiration about why services make a difference, how mission is achieved | • Tour facilities/programs  
• Client presentations  
• Videos, program descriptions | • Program staff  
• Executive director |
| Organization Structure      | • Help new board member understand staff roles and how the organization operates. | • Bylaws, organization chart  
• Key staff job descriptions  
• Staff presentations | • Executive director  
• Senior managers |
| Fundraising                 | • Help new board member find their fit in fundraising strategies | • Fund Development Plan  
• Annual Appeal process  
• Events calendar | • Chair of development committee  
• Board chair  
• Development director |
**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