

NEW BOARD MEMBER ORIENTATION

AGENDA

Purpose: To provide an overview of the Agency’s structure and operations, and to create meaningful relationships with fellow board members and Agency staff

	Information	Time	Facilitator
1.	Welcome and Introductions	10 minutes	<ul style="list-style-type: none"> • President • Board Chair
2.	Overview of Agency <ul style="list-style-type: none"> • History • Structure 	20 minutes	<ul style="list-style-type: none"> • President • Board Chair
3.	Financial Overview <ul style="list-style-type: none"> ▪ Budget • Audit Process 	30 minutes	<ul style="list-style-type: none"> • CFO • Board Treasurer
4.	Board Overview <ul style="list-style-type: none"> ▪ Roles & Responsibilities ▪ Expectations <ul style="list-style-type: none"> ➢ Conflict of Interest ➢ Financial Contribution ➢ Statement of Commitment ▪ Board Assessment 	30 minutes	<ul style="list-style-type: none"> • President • Board Chair
5.	Program Overview <ul style="list-style-type: none"> • Committee structure • Committee charge 	30 minutes	<ul style="list-style-type: none"> • President • VP Fund Development • VP Community Impact
6.	<ul style="list-style-type: none"> ▪ Thank you and Adjourn 		<ul style="list-style-type: none"> • President • Board Chair