
BOARD MEMBER ORIENTATION CHECKLIST

Describe the Organization to the Board Member:

- Who do we serve
- What we do
- How we're financed
- Other:

Explain and Discuss with Board Member:

- Meeting attendance - both full board and committee
- Committee assignment
- Board role and relation to administration/ staff
- Other:

Conduct Tours:

- Downtown program office and board room
- Downtown area

Deliver Important Information to Board Member:

- Letter of welcome from the program manager
- Mission statement
- Bylaws & Articles of Incorporation
- Board policies
- Copies of the minutes of board meetings from the last year
- Current budget & other financial reports including year-end statement from preceding year
- Current workplan including goals and objectives
- Long-range plan
- Latest newsletter
- The "Main Street™ Approach" information sheet
- Letter of Agreement with the State (for Certified Main Street™ Programs)
- List of all board members including addresses and telephone numbers. Indicate officers.
- List of committee members including committee chairpersons
- Calendar of meetings and events for the year
- Other:

Introduce Board Member to:

- Program manager
- Chairperson of committee to which board member has volunteered
- Other board members
- Others:

Collect Data:

- Mailing address and telephone numbers (home and office)
- Best time to contact
- Best time for meetings
- Other: