

# How to conduct a New Board Member Orientation

Get your new board members off to a good start by giving them the information they need to be effective and engaged.



Determine the date, location, and who should attend

Orientations are for new board members but also for seasoned board members to attend and share historical information and context



Get input

Provide the Executive Committee with an opportunity to preview the agenda and presentation and provide input



Develop the agenda

Organization's History  
Mission/Vision  
Board Structure and Committees  
By-laws  
Conflict of Interest and Whistle Blower Policy



Practice and Test

Conduct a dry run of your presentation to make sure that there is a logical flow and nothing is missing

Be sure to arrive early and test the equipment



Be sure to include the following:

Staff Bios and Job Descriptions  
Annual Budget  
Strategic Plan  
Overview of current programs



Hold the meeting

Be sure to allow for plenty of time for questions