



New Board Member Orientation Agenda

LIBBY VILLAVICENCIO | LIBBYV@LIBBYV.COM | LIBBYV.COM

Share: Organization's website address, annual calendar, events, publications, and programs list

Presentation by Executive Director and key staff

- Roles, activities, organization programs
- Share: staff positions and duties

Organization History

- Share: Brief written history or fact sheet on the organization, brochures, and newsletters

Review Organization's mission, vision, core values

- Share: Mission statement, core values

Review expectations for board members, including fundraising

- Share: Board Member expectations, commitment form, pledge form, board member code of ethics

Review strategic plan

- Share: Most recent strategic plan, current case statement, recent media mentions

Review financial documents

- Share: Current financial reports, most recent 990, answer any questions
- Directors and Officers' insurance

Review all governing documents, Bylaws, recent minutes, policies

- Share: Articles of Incorporation, Bylaws, minutes from last three board meetings, committee descriptions, board policies
- Get signatures on documents as warranted

Set the tone for a welcoming, collaborative culture

- Assign a current board member to mentor the new member, explain the process by which board members receive information, and the appropriate channels to funnel questions and concerns

Allow plenty of time for questions

Libby V & Associates helps leaders solve problems. We support catalysts for change through facilitation, advising, coaching, and partnering. We bring real-world experience and content knowledge to drive stronger impact.