

Board Orientation Checklist

Here are items to consider in developing an orientation session for new board members.

Provide General Information

- ▶ Brief history and current context for Saskatchewan's public libraries
- ▶ Organizational/board/staff structure
- ▶ Copies of policies and bylaws
- ▶ Strategic priorities, goals and objectives
- ▶ Summary of the programs and services
- ▶ List of board members, staff and contact information

Roles and Responsibilities

- ▶ Reviewed board member's role
- ▶ Reviewed library director's role
- ▶ Reviewed staff roles
- ▶ Reviewed committees and their roles
- ▶ Discussed expectations for and of new board members

Policies and Procedures

- ▶ Provided new members with board policies and procedures

Financial Management

- ▶ Discussed budget process
- ▶ Discussed library funding process
- ▶ Provided current year's budget
- ▶ Provided a copy of up-to-date audited financial statements
- ▶ Provided a copy of most recent annual report

Other Information

- ▶ Provided copies of minutes from previous board meetings
- ▶ Gave a tour of facilities and offices
- ▶ Provided brochures and other promotional materials
- ▶ Discussed board communication process
- ▶ Had new board members sign required paperwork (i.e. Oath of Confidentiality, Memo of Understanding regarding roles and responsibilities etc.)

Board Member Orientation Board Member Orientation

Michael E. Batts



Board Member Orientation Board Member Orientation:

Board Member Orientation Michael E. Batts, 2011-02-03 Finally Board member orientation truly simplified Serving on a nonprofit board can be an incredibly rewarding experience for the properly prepared board member This book is for the generous and busy people who agree to give of their time and talents by serving on nonprofit boards Nonprofit boards often fail to do a good job of board member orientation for a variety of reasons It takes a significant amount of time and effort to plan and conduct quality board member orientation programs and every time a new board member arrives it s time to do it again Because of the challenges associated with providing quality board member orientation many nonprofit organizations do not do it at all leaving their board members to wing it This book provides help and support to the truly great men and women serving on nonprofit boards whose service makes a positive difference in the lives of countless people every day This book is a concise and appropriately comprehensive guide to nonprofit board service designed especially for new board members It is a quick read about one hour yet it addresses with accuracy the most significant elements of board service such as mission responsibility duty risk liability and board meeting dynamics Hooey Alerts Watch for Hooey Alerts where the author identifies and dispels common myths and legends about nonprofit board service There are many sources of false or misleading information about the nonprofit board service environment A perfect example is the often vaguely worded and intimidating assertion or implication that the Sarbanes Oxley Act passed by Congress in 2002 applies to nonprofit organizations in a manner similar to how it applies to publicly traded companies It does not Reviews This book is the perfect guide for every nonprofit board member Concise highly informative and loaded with nuggets of wisdom it s a must read that will take board members to the next level of successful board governance J Todd Chasteen General Counsel Samaritan s Purse Mike Batts has put his quarter century of advising and serving on nonprofit boards to good use in this accurate and easy to read book In addition to describing major principles of nonprofit law and governance the book provides helpful questions to guide board members in understanding the practical applications of the concepts discussed While geared primarily toward helping new board members get up to speed quickly it should also help veteran board members discharge their stewardship roles wisely and efficiently Chuck Hartman Associate Professor of Business Law and Accounting Cedarville University This book Board Member Orientation is exactly what a busy volunteer board member needs The board member s duties are presented in a clear and concise manner from the perspective of someone who has been around many boards With a focus on those issues that are most common and or most important it is perfect for board member orientation and for quick reference reminders for the experienced board member Doug Starcher Partner Broad Cassel This book provides clear no nonsense guidance on the basic issues for new nonprofit board members Using this book for board member orientation will ensure your organization has communicated fundamental governance issues and will assist the board in determining risk management strategies Dan Busby President ECFA The Simple Board Member Orientation Process Using This Book 1 Your board

members read Chapters 1-9 of the book which will provide them with insights regarding the key elements of nonprofit board service. 2 You provide the board members with copies of the documents described in Chapter 10 related to your organization. 3 You meet with your board members to discuss the unique attributes of your organization following the discussion questions provided in Chapter 10. Done.

Board Member Orientation Holly Kleinsasser, 1995. With every new board or council member, the face, personality, and skills of a government board change. The sooner that these newcomers are brought up to speed about the business of the organization, the sooner all will benefit from the abilities they possess. This manual is designed to help administrators provide effective in-house orientation to rookie board members and provides a structure through which specific issues and characteristics about each government organization can be discussed. The manual boasts a wide range of forms and worksheets to assist the busy administrator in setting up a customized program in his or her organization.

Board Member Orientation Holly Kleinsasser, Jeff Stratton, 1995-05-01. With every new member, the face, personality, and skills of an association board change. The sooner that these newcomers are brought up to speed about the business of the association and the board, the sooner all will benefit from the abilities they possess. This guide is designed to help executives provide effective in-house orientation to rookie board members. It will help them walk through the basic responsibilities of board members and provide a structure through which specific issues and characteristics about each association and board can be discussed. This resource boasts a wide range of forms and worksheets to assist the busy executive in setting up a customized program in his or her organization.

The Board Building Cycle Berit M. Lakey, 2007.

The new board member toolbox, 2000

The Nonprofit Manager's Resource Directory Ronald A.

Landskroner, 2002-04-30. A newly revised and updated edition of the ultimate resource for nonprofit managers. If you're a nonprofit manager, you probably spend a good deal of your time tracking down hard-to-find answers to complicated questions. The Nonprofit Manager's Resource Directory, Second Edition, provides instant answers to all your questions concerning nonprofit-oriented products and service providers, Internet sites, funding sources, publications, support and advocacy groups, and much more. If you need help finding volunteers, understanding new legislation, or writing grant proposals, help has arrived. This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions. Revised to keep vital information up to the minute, The Nonprofit Manager's Resource Directory, Second Edition, contains more than 2,000 detailed listings of both nonprofit and for-profit resources, products, and services. Supplies complete details on everything from assistance and support groups to software vendors and Internet servers, management consultants, to list marketers. Provides information on all kinds of free and low-cost products available to nonprofits. Features an entirely new section on international issues. Plus 10 bonus sections available only on CD-ROM. The Nonprofit Manager's Resource Directory, Second Edition, has the information you need to keep your nonprofit alive and well in these challenging times. Topics include Accountability and Ethics, Assessment and Evaluation, Financial Management, General Management,

Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism *A Guide to Building Your Board* Judith Grummon Nelson,1991 Public Transit Board Governance Guidebook Transit Cooperative Research Program,National Research Council (U.S.). Transportation Research Board,2002 This Guidebook is a reference tool that provides information on the organization and composition of transit boards The Guidebook describes the structure and practices of transit boards and includes information on board selection methods board size board length of service and board composition The Guidebook also includes a section on the primary role and activities of the transit board and the role of the transit board chair There are guidelines for determining the roles and responsibilities of board members and a description of the characteristics of an effective board Six case studies provide additional insight on transit board operation *Board Recruitment and Orientation* Hildy Gottlieb,2001 **The Practitioner's Guide to Governance as Leadership** Cathy A. Trower,2012-12-17 THE PRACTITIONER S GUIDE TO GOVERNANCE AS LEADERSHIP The Practitioner s Guide to Governance as Leadership offers a resource that shows how to achieve excellence and peak performance in the boardroom by putting into practice the groundbreaking model that was introduced in the book Governance as Leadership This proven model of effective governance explores how to attain proficiency in three governance modes or mindsets fiduciary strategic and generative Throughout the book author Cathy Trower offers an understanding of the Governance as Leadership model through a wealth of illustrative examples of high performing nonprofit boards She explores the challenges of implementing governance as leadership and suggests ideas for getting started and overcoming barriers to progress In addition Trower provides practical guidance for optimizing the practices that will improve organizational performance including flow high skill and high purpose discernment deliberation divergent thinking insight meaningfulness consequence to the organization and integrity In short the book is a combination of sophisticated thinking instructive vignettes illustrative documents and practical recommendations The book includes concrete strategies that can help improve critical thinking in the boardroom a board s overall performance as a team as well as information for creating a strong governance culture and understanding what is required of an effective CEO and a chairperson To determine a board s fitness and help the members move forward the book contains three types of assessments board members evaluate each other individual board member assessments and an overall team assessment This practitioner s guide is written for nonprofit board members chief executives senior staff members and anyone who wants to reflect on governance discern how to govern better and achieve higher performance in the process

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