**SAMPLE TEMPLATE – Board Member Orientation Checklist**

**\_\_\_\_\_\_\_\_ Community League**

**Board Member Orientation Checklist**

* League history
* League mission, goals & objectives
* Bylaws
* Policies & procedures guidelines
* Board structure (including meeting dates, times, locations, etc.)
* Board member job descriptions
* Board member list
* Board member contact sheet
* Board committees (list, function and minutes)
* Staff list (and related job descriptions)
* Annual plan
* Budget and other financial information (most recent audited statement)
* League programs and services
* Meeting minutes (most recent 2-3 years)
* AGM report (most recent)
* Facilities tour (key handling, maintenance schedule, janitorial schedule, etc.)
* Membership list