

## **SAMPLE TEMPLATE – Board Member Orientation Checklist**

### **\_\_\_\_\_ Community League Board Member Orientation Checklist**

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- 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