

APPENDIX 24

SAMPLE OUTLINE OF DIRECTOR ORIENTATION PROGRAM

***Practical Advice Note:** The suggestions below assume a group orientation meeting for several directors. However, the topics could be covered with individual directors on a one-to-one basis. Matters may also be covered in more than one meeting, although the logistics of getting a group of directors together for more than one orientation meeting may be difficult.*

Orientation Outline:

1. Welcome from the Board Chair and the Executive Officer
2. Introduction of board leadership, if present—Chair
3. Introduction of senior staff and review of senior staff responsibilities, the organization chart, and work of the major departments—Executive Officer
4. Mission and history of the organization—Executive Officer
5. Current status of the organization, current priorities, major programs and activities, and strategic plan—Executive Officer and Chair
6. Financial tutorial—Chief Financial Officer
7. Board Matters—Board Chair
 - a. Responsibilities of directors
 - b. Committees and committee assignments
 - c. Board goals and priorities
8. Tour of facilities—Executive Officer