



Sample Board Orientation Agenda

Board members should have a yearly Board Orientation. They should receive their Board Manuals/Access to the electronic portal prior to or at this meeting.

Goals of Orientation

- Get to know each other
- Introduce new members to “Who’s who”
- Explain how the organization operates
- Share background information and key accomplishments of the organization to inspire
- Inform members of their roles and responsibilities
- Make it possible for new board members to jump in and know how to contribute to the board and organization
- Convey that the organization is well-run and professional
- Express enthusiasm and appreciation

Attendance

Board Chair, Executive, Chair of Nominating or Leadership Development Committee, Lead Program Professional and Lead External Relations/Development Professional

The Chair of the Nominating or Leadership Development Committee should run the meeting.

Agenda for 90 minute Meeting

1. **Welcome, Introductions and Ice Breakers** – Who are the board members, what do they do, why this organization or cause is important to them, what are the “superpowers” that they can contribute. Introduce key staff members.
2. **History** – Give a brief history about the organization.
3. **Program Overview** – To build excitement, show the latest marketing collateral. Have your program staff share stories about the impact of your work. Invite a client to speak and share his/her story. Arrange for a tour of some program facilities at this time or a future date.
4. **Vision for the Future** – The executive should share the vision for the organization and the crucial role the board members have in achieving that vision. Reference the latest strategic plan.



5. **Roles and Responsibilities for Board Members** – The board chair should review duties and expectations and take any questions.
6. **Finance Overview** – The chief financial officer or finance chair gives a brief presentation/overview.
7. **External Relations/Development Overview** – The external relations/development professional can review an overview and answer any questions. Stress the importance of the board's support and how the staff and board work as a team. Let the board know when the fiscal year of the organization is, any key event dates etc.
8. **Review of Board Operations** – Review of board operations including meeting schedule, board manual and/portal, board meeting books, committees and charges, etc.
9. **Upcoming Events** – The board chair notes the upcoming events. Preview the upcoming board agenda and any significant items to be discussed and/or any special guests.
10. **End with Inspiration** – Close with a go-around of one thing everyone hopes for the coming year.