



Hands-on Board/Camp Committee Orientation

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JCamp 180 Mentor & LEAP Director

What is/are your biggest obstacles/advantages to having an effective Board/Camp Committee Orientation?

obstacle(s)?

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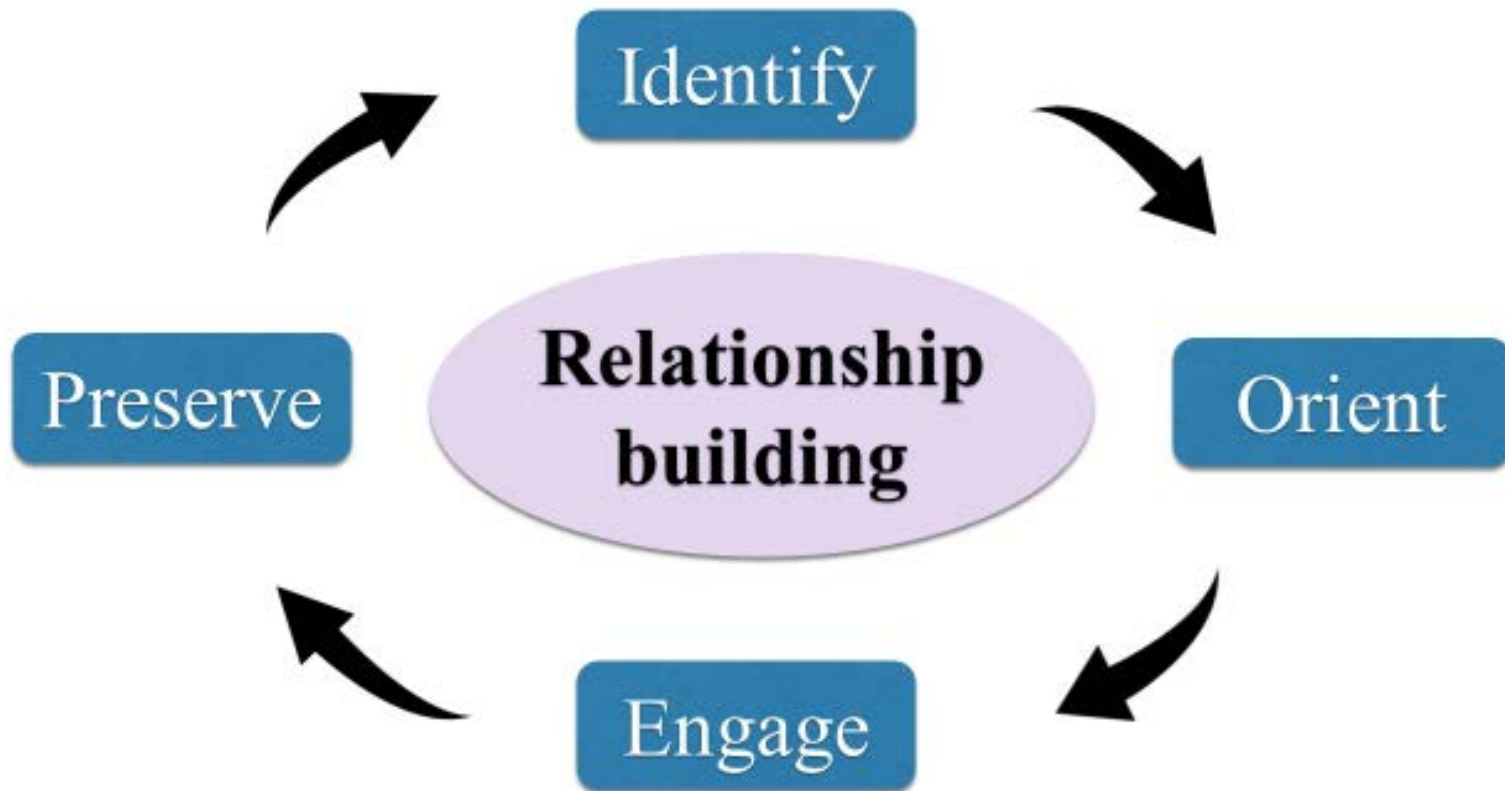
advantage(s)?

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Board Development



ORIENTATION PLANNING

#	Current/New members	Role(s) to play	Homework	Board buddy	Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

NEW BOARD MEMBER ORIENTATION CHECKLIST
FOR GOVERNANCE COMMITTEE

Item	By Whom?	When?
Before Election		
Organization's history, mission, culture		
Role and expectations of board members		
Bylaws, budget, current members		
Strategic plan, major goals		
Programs and staff overview		
Soon After Election		
Office visit and staff introductions		
Camp visits		
Board member names and info (introductions)		
Briefing on program strategies and results		
Introduction to committees and advisory groups		
Committee assignments and orientation		
Calendar of meetings and events		
Library of organizational information		
Review of audits, policies, insurance, contracts		
Other:		

BOARD MEMBER ORIENTATION CHECKLIST *FOR NEW MEMBERS*

	What To Do	When
Program	<input type="checkbox"/> Tour of facilities <input type="checkbox"/> Presentation by Executive Director, key staff, video, or other electronic media <input type="checkbox"/> Written materials	
Finances	<input type="checkbox"/> Presentation by Executive Director, chief financial officer, or treasurer <input type="checkbox"/> Review of recent financials <input type="checkbox"/> Learn how to read/understand fin. statements	
History	<input type="checkbox"/> Read written materials	
Strategic Direction	<input type="checkbox"/> Review of strategic plan	
Organizational Structure	<input type="checkbox"/> Review of bylaws <input type="checkbox"/> Review of organizational chart <input type="checkbox"/> Introduction to key staff members <input type="checkbox"/> Get to know other board members	
Board Roles	<input type="checkbox"/> Review of written materials <input type="checkbox"/> Discussion with board chair or whole board	
Board Member Responsibilities	<input type="checkbox"/> Signed letter of agreement <input type="checkbox"/> Signed conflict-of-interest policy	
Board Operations	<input type="checkbox"/> Review of board manual <input type="checkbox"/> Meeting with board chair <input type="checkbox"/> Accept committee or task force assignment <input type="checkbox"/> Attend board meetings	
Other		
Other		

SAMPLE ORIENTATION RETREAT AGENDA

Location: White Horse Conference Center
Time: February 20, 2019 (9 AM – 8:30 PM) EST
Goals: Introduction to Board process and each other

**Presenter/
Facilitator**

9 AM	Breakfast	
9:30 AM	Welcome and Introductions/Icebreaker	
10:15 AM	Board Roles & Responsibilities/member expectations	
12 PM	Lunch	
1 PM	Teamwork exercises and role playing	
2:30 PM	Coffee break and socializing	
3:00 PM	Board structure and processes (how the work is divided)	
4:00 PM	Fundraising Goals and Progress/Challenges	
5:00 PM	Wrap-up & Next Steps	
5:30 PM	Free time	
6:15 PM	Drinks and dinner (quest speaker)	

BOARD ORIENTATION MANUAL SAMPLE

THE BOARD

- Board member names and contact information
- Board member bios, using standard format (not formal resumes)
- Board member terms
- Statement of board responsibilities
- Board member responsibilities
- Committee descriptions

HISTORICAL REFERENCES

- Brief written history and/or fact sheet
- Articles of Incorporation
- IRS determination letter
- Listing of past board members

STRATEGIC FRAMEWORK

- Values, vision, and mission statements
- Strategic framework or plan
- Current annual operating plan
- Programs list

BYLAWS

FINANCE

- Prior years annual report
- Prior years audit report
- Chart outlining financial growth (sales, campership, programs, etc. - for the past 5-10 years)
- Current annual budget
- IRS Form 990/T3010
- Banking resolutions
- Policies related to investments, reserves, endowments, etc.
- Risk management policies

POLICIES PERTAINING TO THE BOARD

- Policy on potential conflicts of interest
- Insurance coverage
- Legal liability policies
- Travel meeting expense reimbursements
- Accreditation documents
- Whistleblower policy
- Others

RESOURCE DEVELOPMENT

- Case statement
- Current funder list
- Sample grant proposal
- Sponsorship policy

STAFF

- The executive director's job description
- Staff listing
- Organization/team chart

OTHER INFORMATION

- Annual calendar
- Programs list
- List of common acronyms/terms (with explanations)
- Current brochure(s)
- Web site information

PROCEDURES TO UPDATE BOARD MANUAL

HOW CAN I IMPROVE OUR BOARD/CAMP COMMITTEE ORIENTATION PROCESS?

(remember your biggest obstacles and advantages from Page 2)

1.

2.

3.