



## BOARD OF DIRECTORS Orientation Checklist

**Board Member:** \_\_\_\_\_

**Term Dates:** \_\_\_\_\_

*\*Form to be completed and returned to Executive Director by 2<sup>nd</sup> board meeting. (month after being sworn in)*

<b>About Girls Inc.</b>		
	Responsible Party	Date Completed
Review of the Mission	Executive Director	
Girls Inc. Advocacy Statements	Executive Director	
Programs	Executive/Program Director	
Organizational Structure	Executive Director	
Review of the Strategic Plan	Executive Director	
Tour of Facilities	Executive Director/Operations Director/Program Director	
<b>Board</b>		
Board Structure/Procedures	Board Chair	
Committees	Board Chair	
Meetings & Event Calendar	Board Chair	
Board Roles & Responsibilities	Board Chair	
Review of Finances/Budget	Treasurer/Executive Director	
Review of Fund Development Plan	Executive Director/ Fund Development Chair	

### **Provide Documents Electronically**

- ← Mission statement/Advocacy Statements
- ← Bylaws
- ← Policy Manual
- ← Current Budget
- ← Strategic Plan
- ← Fund Development Plan
- ← Board member Roster
- ← Committee List
- ← Annual Calendar of Activities and Meetings
- ← Board Documents