



NEW BOARD OF TRUSTEE MEMBER ORIENTATION ACTION STEPS & AGENDA

1. Sign Board Member Agreement
2. Provide Board Member Contact Information
3. Complete Bio
4. Complete Resume
5. Review Bylaws and Conflict of Interest Policy
6. Sign Conflict of Interest Form
7. Review Charter Agreement Summaries

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NEW BOARD OF TRUSTEE MEMBER ORIENTATION

DATE | TIME

- 1. Welcome & Introduction – Name Cards**
 - a. Review founding board member bios and length of service
 - b. Highlight personal motivation for joining board (interest in education, professional interest)

- 2. Overview of Mission**
 - a. Provide Mission Statement

- 3. Overview on Vision**
 - a. HOS discuss founding – Academic Philosophy
 - b. HOS discuss special programs, school design.
 - c. HOS discuss core values of school
 - d. HOS discuss current student enrollment, families and any key stake holders

- 4. Review Charter Application & Agreement**
 - a. BC discusses summaries of each section.

- 5. Board Member Responsibility**
 - a. Review Board Attendance Policy, (i.e video conference permitted but strongly discouraged).
 - b. Review Committee Assignments
 - c. Review Board Meeting & Committee Meeting Calendar
 - d. Discuss financial/fundraising aspect of Board membership (i.e give/get policy by end of fiscal year June 30)
 - e. Discuss logistics for Board Meetings (attire, whether food is provided, Robert Rules for meeting)
 - f. Discuss Expectations on Board Member responsiveness to emails

- 6. Board Composition**
 - a. Governance Training - Governance vs. Management, adhering to bylaws, responsibility to have minutes of meetings prepared.
 - b. Financial Oversight – Discuss review of financial statement, budget audit, fiscal policies and key responsibilities on financial oversight.

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- c. Committees – Discuss Committees and responsibilities of each committee to overall work of the board
- d. Discuss Academic Oversight – Review current metrics and academic dashboard.
- e. Discuss Long-term goals, organization priorities and strategic plans. Include background on key recent board decisions and those on the horizon.
- f. Professional Development Plan – Discuss plan to bring new board members up to speed on key topics and continued development as a board member
- g. Assign Board member mentor- Assign Board Member who can answer questions of new board member and help navigate any issues which may come up.

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