

**Sample Agenda for Orientation and Training**

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| **Activity** | **Presenter** | **Time** |
| Welcome & Introductions | Board Chair | 2 Minutes |
| Orientation to Board Manual | Board Chair | 5 Minutes |
| Organizational Information   * Review Fact Sheet * Review Org Chart | Executive Director to review mission, history, programs and key staff. | 5 Minutes |
| Board Structure   * Board Members List * Committee List | Board or Governance Committee Chair reviews officers, current members, and committee assignments. New members commits to a committee. | 5 Minutes |
| Roles & Responsibilities   * Duties * Roles * Responsibilities * Code of Ethics | Board or Governance Committee Chair provides overview of roles & responsibility of the Board vs. those of the Executive Director. | 10 Minutes |
| Board Operations | Board or Governance Committee Chair reviews: bylaws, annual calendar, budget, board approved policies and sample board packet. | 10 Minutes |
| Strategic Plan & Fundraising plan | Board or Governance Committee Chair reviews plans format highlights and key points. | 15 Minutes |
| Next steps | Board or Governance Committee Chair highlights upcoming activities and events. | 2 Minutes |
| Closing Questions | Board Chair | 5 Minutes |
|  |  | 60 minutes |