



NEW BOARD MEMBER ORIENTATION CHECKLIST

FOR EDMUND RICE CHRISTIAN BROTHER SCHOOLS

For use by new directors and their board mentors to ensure effective and timely orientation

Name of new board member _____ **Mentor** _____

Topic	Activity	Date Completed
Introduction to the School	<ul style="list-style-type: none"> ○ Mission of the School ○ Tour of facilities ○ Presentation by Head of School, Principal, key staff, video or other electronic media ○ Written materials 	<hr/> <hr/> <hr/> <hr/>
The Christian Brother Tradition	<ul style="list-style-type: none"> ○ Highlights of Life of Edmund Rice ○ Cong. Of CB – Brief history & recent developments ○ Charism / Educational Vision / Spirit ○ Essential Elements of CB School ○ Called and Gifted for Boards Workshop 	<hr/> <hr/> <hr/> <hr/>
Finances	<ul style="list-style-type: none"> ○ Presentation by chief executive, chief financial officer or treasurer ○ Review of recent financials ○ Learn how to read and understand financial statement 	<hr/> <hr/> <hr/>
History	<ul style="list-style-type: none"> ○ Read written materials 	<hr/>
Strategic Direction	<ul style="list-style-type: none"> ○ Review of strategic plan 	<hr/>
Organizational Structure	<ul style="list-style-type: none"> ○ School as ministry of Catholic Church ○ Two tier board / reserved powers (Called and Gifted for Boards Workshop) ○ Review of bylaws ○ Review of organizational chart ○ Introduction to key staff members 	<hr/> <hr/> <hr/> <hr/> <hr/>
Board Roles	<ul style="list-style-type: none"> ○ Review of written materials ○ Discussion with board chair or whole board 	<hr/> <hr/>
Board Member Responsibilities	<ul style="list-style-type: none"> ○ Signed letter of agreement ○ Signed conflict-of-interest policy 	<hr/> <hr/>
Board Operations	<ul style="list-style-type: none"> ○ Review of board manual ○ Meeting with board chair ○ Attend board meetings ○ Accept committee or task force assignment 	<hr/> <hr/> <hr/> <hr/>