

**Board Orientation Manual Checklist**

* Vision and Mission Statement
* Most recent (and signed) Board Member Agreement with Conflict of Interest Policy
* Most recent (and signed) Confidentiality Agreement
* Board Member Contact List
* Current Year Meeting Dates
* Meeting Documents
* Minutes - Past three meetings
* Executive Session Guidance
* Roberts Rules Cheat Sheet
* Financial Documents
* Budget Spending Plan
* Financial Reports – past three months
* Partnership Documents
* Current Year Annual Report
* Partnership Renewal Document
* Accountability Standards
* Partnership Grant Agreement
* Needs and Resource Assessment
* Community Education and Outreach Plan
* General Policy Documents
* Bylaws
* Board Composition Guidance
* Conflict of Interest Policy
* Whistleblower Policy
* Document Retention Policy
* Board Officer Role Descriptions
* Chair
* Vice Chair
* Treasurer
* Secretary
* Committee Charters
* Executive Committee
* Governance Committee
* Finance Committee
* Fundraising/Resource Committee
* Program Committee
* SC First Steps Orientation Powerpoint (optional).