



Sample NIOCA Community Action Agency New Board Member Orientation Program.

Overview.

Goal: To prepare Board members to actively and effectively exercise their roles and responsibilities in agency governance.

Attendance: Board Chair or Vice Chair, Executive Director, new Board members and other key Board Officers or senior staff as appropriate.

Length of Meeting: up to 2 hours.

Materials: Board Manuals, Agenda, Name Tags/Tent Cards, Agency Brochure.

Setting: Agency Board room with refreshments available.

Summary: This CAA Board Orientation presumes that new Board members have agreed to serve and received some basic information about the agency and Board service during a preliminary meeting with the Board Chair, Board Nominating or Development Committee member and/or the Executive Director. The Board Chair, Vice Chair or Executive Director should chair this meeting. The meeting, while structured to highlight important topics, should provide ample opportunity for questions and discussion. The format and content of this meeting can be adapted to provide orientation to individuals as well as a group including current Board members who wish a refresher. A power point presentation may be used during the orientation. The presentation responsibilities can be shared and might include the Board Chair, Treasurer, Executive Director, Finance Director and/or other volunteers and staff. Each new Board member should receive a Board Manual prior to the Orientation meeting. The Orientation should simply highlight information in the Manual. This orientation does not include a tour of the CAA sites but an effort should be made to schedule a tour during the meeting. Finally, a simple meeting evaluation form should be distributed and collected at the end of the meeting to identify needs for follow-up information and support.

Suggested Meeting Agenda -Topics	Time
<p>I. Welcome and Introductions. Board members and staff who are present introduce themselves. Time permitting, members give their professional/volunteer status, reason for joining the board, and any special experience, interests or skills.</p>	15 minutes
<p>II. Summary of CAA Legal Status Brief overview of non-profit status and CSBG federal and state regulatory requirements for CAA designation and operation.</p>	10 minutes
<p>III. Organization History, Structure, Mission and Goals. Brief summary of agency history and mission statement. Summary of geographic area served and Strategic Plan goals and objectives. Review CAA Organization Chart.</p>	20 minutes
<p>IV. Current Board Structure – Meeting Schedule. Review of Board Officers, Committees and Meeting calendar.</p>	10 minutes
<p>V. Board Member Roles and Responsibilities – Conflict of Interest and Code of Ethics Policy/Forms.</p>	15 minutes
<p>VI. Finance/Budget Information. Overview of Funding, Budget, Audit, Financial Controls and Reporting.</p>	15 minutes
<p>VII. Programs and Service Sites. Overview of agency services, sites and ROMA evaluation/reporting.</p>	15 minutes
<p>VIII. Fundraising and Marketing.</p>	10 minutes
<p>IX. Questions, Discussion, Evaluation Celebrate! If the CAA has decided to assign mentors to new members, this can be a time to introduce the “buddies” and schedule a facilities tour.</p>	10 minutes