

New Board Member On-Boarding

1 1 : 1 Orientation

Ideally, this is done with the board president and nominator. At the orientation, the following is discussed/reviewed:

- Give or get policy
- Annual pledge form
- Conflict of interest policy
- By-laws
- Committee designation
- Board member contact form

2 Board Buddy

Match the new board member with a seasoned member to help them adjust to the new role. The board buddy should sit next the new board member at meetings (when possible), discuss and debrief meetings, explain jargon, and serve as a resource and guide.

The board buddy relationship should last for a minimum of six months.

3 Board Handbook

A comprehensive board handbook is a great tool to educate new members about the organization and empower them to serve. Some core components to include:

- Organizational information (case statement, current newsletter, staff roster, program overview, development plan, bylaws and budget).
- Board information (board contract, board roster, meeting schedule, current strategic plan, committee overview, chairs and members).
- Meeting materials (schedule of meetings, agendas and minutes).

4 Public Announcement

Send a press release announcing your new board member to the TIMES and local media. Post a picture and announcement on the organization's website and social media platforms.

