

CASA of New Jersey

Indicators of Compliance – New Jersey Templates



Indicator 2 – Board Orientation Checklist

CASA OF CAMDEN COUNTY, INC.

Board Member Orientation Checklist

Board Member: _____

Date of Orientation: _____

Board member has provided:
Completed:

Date

- Mailing address, home, and work phone numbers.
- Best time to call
- Signed application
- Application for criminal background check
- Signed Board of Trustee Guidelines
- Signed Confidentiality policy
- Signed Attendance policy
- Signed Code of Ethics

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Board member attends orientation session which includes:

- Mission of the CASA program
- Current funding
- Current Activities
- Introduced to the staff
- Discussion of board member's role
- Introduced to other members of the board

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- Criminal background check received back

Board member receives Board Handbook which contains:

- List of current board members
- List of current staff & assignments
- By-laws
- Current Budget
- Current strategic and/or work plan
- Most recent annual reports
- Most recent audit
- Minutes of board meetings of the last 3 months
- Financial Management policies
- Personnel policies
- Samples of publications
- Information on legislative positions
- List of committees & chairpersons
