



Board of Directors Orientation Checklist

Incoming Member _____

Board President _____

Date Completed _____

<i>ORIENTATION ITEM</i>	<i>PERSON RESPONSIBLE</i>
Initial meeting with Board President for overview of board's history, obligations and activities	Board President
Briefing on board financial obligation and organization fundraising plans for current year	Board President and Board Treasurer
Meet with Executive Director and Program Director for overview of the organization	Executive Director and Program Director
Receive Board Manual & read <ul style="list-style-type: none"> • By Laws • Mission & Vision Statement • Strategic Plan • Current Profit/Loss Statement • Policies and Procedures • Agendas/Minutes to date for fiscal year • All other documents/handouts in current year Board Manual 	Executive Director and Board President
Attend any upcoming CASA events	Executive Director and Board President
Agree to serve on board committee(s) as assigned by Board President	Board President
Meet one or more CASA volunteer advocates	Executive Director and Program Director
Meet CASA staff members	Executive Director
Attend new volunteers' swearing-in ceremony	Executive Director and Program Director