

# Appendix A:

## Board Orientation Checklist

Here are items to consider in developing an orientation session for new board members.

### Provide General Information

- ▶ Brief history and current context for Saskatchewan's public libraries
- ▶ Organizational/board/staff structure
- ▶ Copies of policies and bylaws
- ▶ Strategic priorities, goals and objectives
- ▶ Summary of the programs and services
- ▶ List of board members, staff and contact information

### Roles and Responsibilities

- ▶ Reviewed board member's role
- ▶ Reviewed library director's role
- ▶ Reviewed staff roles
- ▶ Reviewed committees and their roles
- ▶ Discussed expectations for and of new board members

### Policies and Procedures

- ▶ Provided new members with board policies and procedures

### Financial Management

- ▶ Discussed budget process
- ▶ Discussed library funding process
- ▶ Provided current year's budget
- ▶ Provided a copy of up-to-date audited financial statements
- ▶ Provided a copy of most recent annual report

### Other Information

- ▶ Provided copies of minutes from previous board meetings
- ▶ Gave a tour of facilities and offices
- ▶ Provided brochures and other promotional materials
- ▶ Discussed board communication process
- ▶ Had new board members sign required paperwork (i.e. Oath of Confidentiality, Memo of Understanding regarding roles and responsibilities etc.)