

**Shared by Suzanne Hoban,
Founder and Executive Director
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"I spend the most time on teaching new board members how to read the financial reports, as that is the area that most board members are nervous about. Our orientation is between an hour and an hour and a half. We also pair up a new board member with a seasoned one as a mentor."

Board Member Orientation

Manual –

Code of Ethics

Conflict of Interest

Board Member Contract

Purchase Policy

ByLaws

Last two months board minutes and agenda

List of board members

Reading the financial statements exercise

Budget

Funding Sources – explanation

Brochures/Newsletter

Board Member Calendars

Terms Spreadsheet and Committee List