

Board Orientation Checklist

As a new director to this board ...

- Do I have access to key documents such as articles of incorporation, by-laws, board policies and meeting minutes?
- Have I signed the necessary documents such as a pledge of confidentiality and a conflict of interest declaration?
- Do I understand my legal duties, liabilities, rights, powers and protection under the law?
- Have I reviewed the organization's Directors and Officers (D&O) and Errors and Omissions (E&O) insurance policies?
- Have I reviewed the annual report, audited financial statements, strategic plan and risk management report?
- Do I understand, or have access to information about, the organization itself and the environment it operates in?
- Do I understand the board's governance model, committee structure and board calendar?
- Do I understand my role and responsibilities as a director and the organization's expectations for board members?
- Have I met the senior management team and toured the facility?
- Do I understand how my performance as a board director will be evaluated?