**S.C.Y. NEW BOARD MEMBER SELF-ORIENTATION CHECKLIST**

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| **Information** | **What To Do** | **Who** | **When** |
| **STRUCTURE** | | | |
| Program | □ Tour of facilities/Camp in session  □ Presentation by E.D., key staff, video/electronic and social media  □ Written and electronic materials, including program evaluations  □ Camper and alumni stats |  |  |
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| Finances | □ Presentation by E.D., CFO, Treasurer (budget, insurance, investment)  □ Review of recent financials, including the latest audit and Form 990/T3010  □ Learn how to read/understand fin. statements |  |  |
| History & Str.  Direction | □ Locate library of org. info (read up on camp’s history, mission/vision, etc.)  □ Review of strategic plan and progress dashboard |  |  |
| Org.  Structure | □ Review of bylaws and policies  □ Review of organizational chart  □ Introduction to key staff members and board members  □ Review camp cycle calendar (with events and calendar of meetings, etc.) |  |  |
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| Board Roles | □ Review of written materials  □ Discussion with board chair or whole board |  |  |
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| Philanthropy | □ Intro to the role of philanthropy  □ Review of fundraising plan and policies  □ Make personal meaningful contribution |  |  |
| Member  Responsibilities | □ Signed letter of agreement  □ Signed conflict-of-interest policy/disclosure |  |  |
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| Board  Operations | □ Review of board manual/good governance practices  □ Meeting with board chair  □ Accept an agreed-upon committee or task force assignment  □ Attend and actively participate in board meetings |  |  |
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| Other | □ E.g., Review parent organization (role, structure, expectations) |  |  |
| **CULTURE** | | | |
|  | □ Review camp values and behaviors that embody them  □ Review and understand camp traditions  □ Discuss camp and board culture with others |  |  |
| **YOURSELF** | | | |
|  | □ Develop your story  □ Understand the strengths you bring and things you want to learn  □ Educate others about your styles (working, learning, leading, etc.) |  |  |