**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.) |  |  |