Children's Aid Society

NIPISSING AND PARRY SOUND

Board Orientation Checklist

Documents to be signed

- ☐ Confidentiality Form Date:_____
- ☐ Conflict of Interest Form Date:_____
- ☐ Police Check (need to go to police station) Date:_____
- ☐ Governance Policy and Procedures & Bylaws Date received:_____
- ☐ Date of completed review:_____

Documents provided (binder)

- ☐ Governance by-laws Date:_____
- ☐ Governance Policy and Procedures Date:_____
- ☐ Organizational Structure Date:_____
- ☐ Acronyms Date:_____

Meeting with Board Chair

- ☐ Overview of Governance
  - Role of the Board Date:_____
    - Vis-à-vis Executive Director Date:_____
    - In Communication Date:_____
- ☐ Strategic Plan Date:_____
- ☐ Governance Structure and Process
  - Board membership and structure Date:_____
  - Board Committee structure Date:_____
  - Conflict of Interest Date:_____
  - Accountability Date:_____
  - Monitoring mechanisms Date:_____

Meeting with Executive Director

- ☐ Introductions Date:_____
- ☐ Review of Organizational Structure Date:_____
- ☐ Respond to inquiries Date:_____

Meeting with Director of Services

- ☐ Overview of all Services Date:_____

Meeting with Manager of Finance and Administration

- ☐ Overview of Funding Model and Financial Issues Date:_____

Assignment of Mentor

Name of Mentor _____

Email address of mentor _____

Home phone number _____

Work phone number _____