

## OVERVIEW OF INFORMATION FOR NEW BOARD MEMBER ORIENTATION

AREA	INTENT	PRESENTATION OPTIONS
Cooperatives	New board members understand cooperative principles and values	<ul style="list-style-type: none"> <li>• Presentation/ discussion</li> <li>• Written materials</li> </ul>
History	New board members have sufficient knowledge about the past so that the present makes sense. They see their own participation as part of the cooperative's ongoing story.	<ul style="list-style-type: none"> <li>• Presentation/ discussion – oral, written, other, etc.</li> <li>• Written materials</li> </ul>
Structure	New board members understand who does what and lines of accountability.	<ul style="list-style-type: none"> <li>• By-laws</li> <li>• Organizational chart</li> </ul>
Governance: Board role & relationship to GM	New board members understand the role of the board; the board job description, their own responsibilities as board members and how the board delegates to the GM and is accountable to the members (owners)	<ul style="list-style-type: none"> <li>• Presentation/ discussion of Policy Governance</li> <li>• Written materials</li> <li>• Board policy register</li> <li>• Signed agreement (job description), including conflict of interest or ethics statement</li> </ul>
Governance: Board Operations	New board members understand how the board operates so that they can participate effectively.	<ul style="list-style-type: none"> <li>• Presentation/ discussion of board process and procedures</li> <li>• Board Handbook</li> <li>• Board agenda/ packets</li> <li>• Meeting schedule</li> </ul>
Finances	<p>New boards members are informed about where money comes from, how it is spent and the state of the cooperative's financial health.</p> <p>They know how to read financial statements and how the board's financial policies allow for the board's accountability in this area.</p>	<ul style="list-style-type: none"> <li>• Presentation by CFO or treasurer</li> <li>• Background materials – most recent audit, financials, board's financial policies</li> </ul>
Board members	New board members are integrated with the other members	<ul style="list-style-type: none"> <li>• List of board members and biographical data</li> <li>• Board mentors</li> </ul>