



## Orientation Program For New Board Members Dagon International Ltd.

### **Overview.**

**Goal:** To prepare Board members to actively and effectively exercise their roles and responsibilities in company's governance.

**Attendance:** **Chairman**, Chief Executive Officer, new Board member(s) and other key Board Officers or senior staff as appropriate.

**Length of Meeting:** up to 2 hours.

**Materials:** Board Manuals, Corporate Governance, List Appointees and their roles, Performance Assessment, Internal Controls, COP report, Board Policy & Procedures, Code of Conduct, Employment Handbook.

**Setting:** Boardroom.

**Summary:** This Board Member Orientation presumes that new Board members have agreed to serve and received some basic information about the agency and Board service during a preliminary meeting with the Executive Chairman, Board Nominating or Development Committee member and/or the CEO. The Chairman or CEO should chair this meeting. The meeting, while structured to highlight important topics, should provide many opportunities for questions and discussion. The format and content of this meeting can be adapted to provide orientation to individuals as well as a group including current Board members who wish a refresher. A power point presentation may be used during the orientation. The presentation responsibilities can be shared and might include the Board Chair, Treasurer, Executive Director, Finance Director and/or other volunteers and staff. Each new Board member should receive a copy of the documents and manuals prior to the Orientation meeting. The Orientation should simply highlight information in the Manuals and Policies. This orientation does not include a tour of the Company's sites but an effort should be made to schedule a tour during the meeting. Finally, a simple meeting evaluation form should be distributed and collected at the end of the meeting to identify needs for follow-up information and support.

## **Suggested Meeting Agenda -TopicsTime**

### **I. Welcome and Introductions:15minutes**

Board members and staff who are present introduce themselves. Time

Permitting, members give their professional/volunteer status, reason for joining the board, and any special experience, interests or skills.

### **II. Summary of Company's Legal Status:10minutes** Brief overview of Company's statusand State regulatory requirements for Company's designation and operation.

### **III. Organization History, Structure, Mission and Goals: 20 minutes**

Brief summary of agency history and mission statement. Summary of geographic area served andStrategic Plan goals and objectives. Review CAA Organization Chart.

### **IV. Current Board Structure – Meeting Schedule: 60minutes**

Review of Board Officers, Committees and Meeting calendar, Board Members Roles and Responsibilities, Conflict of Interest and Code of Conduct's policy and forms, COP Report and Employment Handbook, Internal controls policy.

Overview of Funding, Budget, Audit and Reporting

### **VII. Fundraising and Marketing.**

15minutes

### **IX. Questions, Discussion, Evaluation30minutes**

If the Company has decided to assign mentors to new members, this can be a time for introductions and schedule a facilities tour.