Board Orientation Checklist:

* Tour of CEE Facility
* Written Job descriptions/expectations for board members and officers
* Meet with Board Chair and ED
* List of Board Members + contact information
* Critical info and background on CAA
* Tripartite Board Structure and Purpose
* Article of Incorporation & Bylaws
* Committees List, including committee chairs and members
* Annual report, organizational chart/list of agency programs financial situation, funding streams
* Meeting dates
* Past Board Meeting Minutes
* Assign Board mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Orientation Guide:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

New Board Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_