
Sample Orientation Agenda

All of the following information should be included in the Board Manual and the most important or difficult areas should also be presented at the orientation.

- I. Welcome
- II. Introductions
- III. Overview of organization:
 - A. Purpose and mission
 - B. Goals, objectives, and plans
 - C. Financial status
 - D. Budget
 - E. Administrative set-up (Board and Staff responsibilities)
 - F. Long range plans
 - G. History and achievements of organization to date
 - H. Status in community
- IV. Expectations of Board Service
 - A. Financial obligation - membership in organization
 - B. Meeting schedule
 - C. Financial and budget overview and projections - fundraising obligation
 - D. Contribution solicitation - fundraising obligation
 - E. Ticket purchasing policy - fundraising obligation
 - F. Project descriptions
 - G. Committee service
- V. Adjournment

(Schedule some sort of casual social get together to allow board members get to know each other and feel comfortable together.)

Adapted from the Missouri Association of Community Arts Agencies
Filebox Organizational Development Manual and Legal & Financial Primer