

Burlington Area Homeless Shelter Board Orientation

Orientation will be overseen by the Board President or their delegate within 60 days of board approval of their membership.

Orientation shall include:

1. History of the shelter
2. New board members will meet with a director at the shelter for a tour.
3. They shall receive an electronic or paper copy of the
 - a. Agency Bylaws
 - b. Accounting Policies and Procedures Manual
 - c. Personnel Manual
 - d. Other agency policies as applicable
 - i. Hiring Policy
 - e. Most recent board minutes
 - f. Most recent Financial Statement
 - g. Most recent Annual Report
 - h. Board member contact list
4. Information on non-profit board member responsibilities.
5. Be informed of agency officer insurance covering board members.
6. Board members will reveal any potential conflict of interest or familial relationships with other board or staff members.
7. Other documents:
 - a. What makes a good board member
 - b. Executive Committee Responsibilities List
 - c. Yearly board training schedule
 - d. Client Rules/Intake Packet

I have completed this orientation and received the above listed materials.

Signed, Board President or delegate

Date

Signed, New Board Member

Date

Printed Name of New Board Member