**New ED Checklist: First Two Weeks**

The following are documents that we suggest any new director thoroughly review within the first two weeks of starting in their position:

Include:

* Organization’s bylaws
* Current financial statements
* One year of board meeting minutes
* Board of Directors roster and the roster of any advisory committees
* Contracts and grants
* Summaries of funding commitments, including any recent rejections
* Agreements such as property and equipment leases
* Existing personnel policies and procedures
* Audits and any findings
* Staff rosters and staff resumes
* Current physical equipment inventories.