

Review the Individual Board Plan. Provide any necessary clarification. Discuss the process for setting annual donation and fundraising goals. Ask:

- Can you personally contribute to fundraising efforts? How? To what extent?
- Do you have local, regional, or national contacts with people who could be helpful to the success of ICADV?
- Describe any other fundraising activities in which you contributed. Talk about your experience raising funds for nonprofit, professional or political purposes. What is your ability to access corporate and individual contributions?
- Describe ability and interest in participating in a committee (share committee descriptions).

Review the job description. Discuss the duties, and ask:

- Do you have adequate time to devote to Board responsibilities?
- Do you have a statewide perspective? What makes you a good fit for a statewide Board?

## **NEW BOARD OF DIRECTORS MEMBER ORIENTATION**

The Board Development Committee is charged with orienting new board members and that orientation will minimally include the following topics:

- Provide new board member Board of Directors (BOD) manual and lapel pin
- Domestic Violence 101
- ICADV 101
  - History, Mission, Vision
  - Bylaws
  - Agency Policy Highlights
    - Fiscal Policies
    - Personnel Policies
  - Relationship of the BOD to Program Council (PC)
    - Regional map
    - roles of each - BOD and PC
      - understanding the PC and PC Committee work
    - Communication mechanisms between BOD and PC
    - Membership vs Subcontractor relationship
      - Highlights of grant administration policies
  - Branding/Logo/Lapel Pin Expectation
  - Organization Chart (BOD, PC, Staffing)
    - Staff position descriptions and person holding position/contact information
- BOD Specific Materials
  - BOD Duties-roles, job descriptions
  - BOD Officers
  - BOD Committees and Committee Chairs
  - BOD Meeting schedule and fellow BOD members
  - Current Status of Organization
    - Current budget
    - Current financials
    - Most recent audit

- Current Strategic Plan - current projects
- Items for Completion By Each BOD Member - Complete at time orientation finished with assigned due date if necessary
  - Individualized Board Plan – signature necessary on form
  - Conflict of Interest policy – signature necessary on form
  - Declaration of Confidentiality – signature necessary on form
- Assign mentor to new BOD member

At the time of orientation, CEO/VP will complete Individualized Board Plan with each new board member. On the Individualized Board Plan form, individual goals will be set for each BOD member based on that individual's ability to donate and fundraise. These goals will be revisited annually. Additionally, approved BOD members will sign the Conflict of Interest form and the Confidentiality form.

In addition to initial orientation, the ICADV Board Development Committee may also conduct periodic professional development trainings for BOD members, on topics such as budgeting, governance, and fundraising. The Board Development Committee will also be responsible for cultivating external relations.