

New Director Orientation/Training Checklist

Approved by Lynne Chalmers Tuesday, May 29, 2018 8:13am

Session 1: candidates and current board

- _____ Welcome and Introductions
- _____ GVR History/Overview
- _____ Vision and Mission
 - _____ Survey results
- _____ Board Member duties and responsibilities
- _____ Confidentiality and Code of Conduct Agreements
- _____ Board/Committee/subcommittee (with descriptions)
- _____ Board and Membership relations
- _____ Current year budget

Session 2 newly elected Directors and current board

- _____ Welcome from GVR CEO
- _____ Senior GVR Management Staff with Organizational Chart
- _____ Bylaws/AI/CPM
- _____ Legal issues from GVR
 - _____ Board works together – not as individual
 - _____ Code of Conduct
 - _____ Communication Policy – purpose
 - _____ Executive Session and closed meetings – confidentiality
- _____ Documents to sign

- _____ Carver Policy Governance Model Introduction
- _____ GVR Foundation, mission and relationship
- _____ Assign a mentor to each new Director (current or retired)
- _____ Introduction to GVR Board Goals and Staff Work Plan
- _____ Board Calendar for the calendar year
- _____ 3 – 5 year Capital Project Plan

Session 3 newly elected Directors and interested current board members

- _____ GVR Website
- _____ Retire Arizona Website
- _____ Board only website
- _____ Introduction to iPad
- _____ Facility usage data report

_____ WSM 10 year plan

_____ Tour of facilities

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