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# CASA for York Board Orientation Checklist

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| Name of Board Member:  |  |  |
| Date Joining the Board:  |  |  |

## Introduce the Board Member to the Organization:

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| [ ]  CASA office(s)[ ]  Introduce to staff, volunteers, etc.[ ]  Chairpersons of the various committees [ ]  Other Board members |

## Board Member Information:

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| [ ]  List of Board Members/Volunteers [ ]  By-Laws with Mission Statement & Values Statement[ ]  Financial Procedures [ ]  Government Relations Protocol [ ]  Resource Development Protocol [ ]  Board Member Job Description [ ]  Board Volunteer Representative Job Description [ ]  Executive Director Job Description [ ]  Part Time Administrative Assistant Job Description [ ]  Volunteer Supervisor Job Description[ ]  Volunteer Job Description  | [ ]  Crisis Response Plan [ ]  DEI Policy[ ]  Employee Handbook and Personnel Policies [ ]  Policy and Procedures Manual for Volunteers [ ]  Risk Management Plan [ ]  Strategic Plan [ ]  Succession Plan [ ]  Transportation Policy [ ]  Screening Policy [ ]  Harassment & Anti-Discrimination Policy |

## Board Member Duties:

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| [ ]  Meeting attendance/Board and committee – see By-Laws, Article IV[ ]  Serving on committees – see By-Laws, Article V |

## Forms to sign and return to CASA Director:

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| [ ]  Board Member Application [ ]  Statement of Commitment and Confidentiality.[ ]  Whistle Blower Policy[ ]  Conflict of Interest Policy and Conflict of Interest Agreement[ ]  Electronic & Social Media Policy[ ]  Drug Free Workplace Policy |