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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 |