

Board Orientation Checklist

New members may be oriented in a variety of formats. Regardless of the format, the following are essential to include in an effective board orientation:

- **Overview of the Nonprofit Sector**
 - **Overview of the ADA and the Power of Three**
 - Mission
 - Strategic Plan
 - Power of Three
 - **Overview of the Respective Dental Society**
 - History
 - Mission
 - Strategic Plan
 - Membership Recruitment & Retention Report
 - Key Programs & Services
 - Financial Statements/Reports
 - Bylaws
 - Organizational Structure and Position Descriptions
 - Organization's Strategic Partnerships & Relationships
 - **Overview of the Board**
 - Board Structure & Composition (including board committees)
 - Biographies/Profiles of Board Members
 - Board Operations & Processes
 - Board Calendar/Cycle of Meetings
 - Term Limits
 - Required Readings
 - **Board Member Roles & Responsibilities**
 - Board Member Job Description
 - Board Member Agreement
 - Conflict of Interest Policy
 - Personnel and Travel Policies
 - Board Performance Measures (i.e. self-assessment)
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- **ADA Resources:**
 - Power of Three Power Point
 - ADA Strategic Plan
 - State Membership Recruitment & Retention Report
 - ADA Leadership Institute Resources