



## **ORIENTATION FOR NEW BOARD DIRECTORS AND CONTINUING BOARD DEVELOPMENT**

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### **WELCOME:**

- Letter from the Board Chair to welcome the Director to the Board
- Email from Executive Assistant welcoming them to the Board and providing information such as date of next Board meeting, and requesting information (date of birth, addresses, phone numbers, etc.)

### **SITE VISITS:**

- Schedule tours for all facilities as soon as possible
- Current Board directors will be invited to participate, if available

### **PROVIDE NEW DIRECTOR WITH:**

- Any appropriate keys and/or swipe card for CASA sites
- Police Information Check form for completion
- Confidentiality agreement for signing

### **HOUSEKEEPING:**

- Add the new director to:
  - Letterhead
  - Directors' Lists
  - Email distribution list
  - Terms of Office
  - Website
  - CASA Membership List
  - Database

### **DEVELOPMENT (to be developed)**

- On boarding
- Annual retreat
- Meeting presentations
- ICD membership
- Mentorship