**Checklist for New Board Members**

Contact Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Follow-up Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Material Sent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (c) (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Member Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | \_\_\_\_Board Legal Responsibility Form |
| \_\_\_\_Board Members Roles | \_\_\_\_Notice of Disclosure |
| \_\_\_\_Board Member Job Description | \_\_\_\_New Board Member Application |
| \_\_\_\_Board Member Commitment Form |  |
| \_\_\_\_Board Member Code of Ethics Form | \_\_\_\_Board Attendance |
| \_\_\_\_Board Member Conflict of Interest Form | \_\_\_\_Checklist for Potential New Board Member |

For Executive Board Members Use Only:

\_\_ Nominee has had a personal meeting with CEO, President, or other Executive Board member. \_\_\_\_\_\_\_\_\_\_ and with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Executive Board Member)

\_\_ Nominee proposed to the Board. Date \_\_\_\_\_\_\_\_\_\_ by Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Nominee accepted by the board. Date\_\_\_\_\_\_\_\_\_\_

\_\_ Board action Elected Rejected. Date \_\_\_\_\_\_\_\_\_\_

\_\_ Nominee has been officially requested to serve on the board. Date\_\_\_\_\_\_\_ How: \_\_\_\_\_\_\_\_\_

\_\_ Nominee Accepted Position on Board. Date\_\_\_\_\_\_\_

After a candidate has accepted to serve on the board:

|  |  |
| --- | --- |
| \_\_\_\_Returned New Member Application |  |
| \_\_\_\_Signed Job Description | \_\_\_\_Welcome Letter |
| \_\_\_\_Signed Commitment Form |  |
| \_\_\_\_Signed Conflict of Interest | \_\_\_\_Submitted a recent Picture |
| \_\_\_\_Signed Code of Ethics | \_\_\_\_Submitted a recent Resume |
| \_\_\_\_Signed Notice of Disclosure | \_\_\_\_Submitted a short bio |
| \_\_\_\_Signed Legal Responsibilities |  |

First Board Meeting with Induction to the Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_