

# BOARD ORIENTATION PLAN

Board Approved 06.05.2019



1. Dwelling Place mission, vision, and history
2. Document Review (Orientation Manual)
  - a. Strategic Plan
  - b. Current board member and key staff list
  - c. Organizational Chart
  - d. Board member and CEO job description and expectations
  - e. Mentorship Program Description
  - f. Current financial reports, audited financial statements and 990 tax return
  - g. Previous 12 months of board meeting minutes
  - h. Articles of Incorporation, Bylaws and Certificate of Incorporation
  - i. IRS 501c3 Determination Letter of tax exempt status
  - j. Board Governance Policies
  - k. Sexual Harassment Policy
  - l. Conflict of Interest policy and questionnaire
  - m. Reimbursement policy
  - n. Diversity, Equity and Inclusion Plan (when available)
  - o. Whistleblower policy
  - p. Annual report
  - q. List of committees, their charters/descriptions, and membership (Attendance at one or more meetings or meeting with the chair of each standing committee within first year of board tenure is strongly encouraged.)
  - r. Corporate Entity Chart
  - s. NeighborWorks orientation materials
    - i. 12 Principles of Governance that Power Exceptional Boards<sup>1</sup>
  - t. Calendar of meetings for the year
  - u. Recent publicity
  - v. Corporate video, website orientation and other collateral materials
  - w. Property Orientation Guide
3. Committee Orientation
  - a. Standing Committees
    - i. Executive
    - ii. Finance
    - iii. Marketing & Development
    - iv. Real Estate Development (RED) & Asset Management
    - v. Resident Engagement
  - b. Other Committees
    - i. Appeals
    - ii. Diversity, Equity, & Inclusion
    - iii. Governance
    - iv. Human Resources
4. Board Member Liability
  - a. Board member liability limitations under Michigan law
  - b. Indemnification by Dwelling Place
  - c. Directors' and Officers' insurance

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<sup>1</sup> BoardSource – Building Effective Nonprofit Boards, [www.boardsource.org](http://www.boardsource.org)

5. Property Tours
  - a. Main Office
  - b. Property tours
6. Assignment of and Introduction to Board Mentor
7. Create Education Plan aligned with new Board Member needs
8. Breakfast, lunch, or dinner with CEO, Mentor, and Chairpersons for the Board and Governance Sub-Committee (other Board members are also welcome to attend)