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| **NEW BOARD MEMBER ORIENTATION CHECKLIST** |
| *“Congratulations! There’s a reason you were elected. Make the position your own.”*  *- McKay Larsen Senior Athlete Rep 2020- 2021* |
| * Asap After Election, Schedule Orientation: Face to face or virtual meeting with member of Governance Committee over Board Orientation.   *This checklist guides the New Board Member Orientation Meeting*  ***WHO***   * **Introduction to Utah Swimming**   *Policy #1 a. UTSI Administrative Overview Chart*   * **Board Member Training Guide** (*Policy #23)*   UTSI Board Member Email  Credit Card (where applicable)  LSC Financial Summary   * **Duties: Care, Loyalty, Fiduciary**   Housekeeping  *Policy #21: Standards of Practice* (Sign and return to UTSI Secretary)  ***WHAT***   * **UTSI Strategic Plan**   Vision/Mission  How to use the plan to guide and inform committee(s).  LSC Financial Overview  Budget Rules & Parameters (Located on UTSI website under “Governance”)   * **Reference Policies/Gov Docs:**   Overview of UTSI Website  **Bylaws**  *Policy #20: Board of Directors*  *Policy #50: Committee Handbook*  *Policy #302: Athlete Protection policies*  *Policy #450 Website and Media Policy*   * **Leadership Task Calendar**   Document Review  LTC emailed monthly  Also always available on the P&P page of the UTSI website.  Review for individual and committee responsibilities by calendar month.  ***HOW***   * **UTSI Board Meetings**   Calendar of meetings  Agendas: How to submit, how to prepare a report, how they run, formats  for motions, 2nds and voting.  Review Agenda and minutes of previous board meeting. Discuss  Attend first UTSI Board Meeting   * **Name and Contact info of Committee Members**   Check UTSI Website Review any prior minutes  Reach out to committee members and establish a meeting schedule.  Ensure you have athlete representation  Use UTSI Strategic Plan and LTC to inform committee agendas.  Delegate assignments.  Forward meeting minutes to Todd Etherington to post on the website.  (registrations@utahswimming.org)  Report to UTSI Board  Link work to Strategic Plan where applicable.   * **Names and Contact Info**   Outgoing Board Member  Governance Committee Partner |