|  |
| --- |
| BOARD OF DIRECTORS-ORIENTATION CHECKLIST |
| The complexity of the health care industry, in general, and of Health Center Program Grantees, in particular, requires that individuals willing to serve as Board members are well-oriented to the organization for which they will serve as the policy-making and overall oversight body.  This checklist is divided into: orientation to the organization; orientation to the Community Health Center Program; and orientation to roles, responsibilities, and expectations for Board members. Below is a partial list of suggested orientation topics for each category. This tool can be used by board members to identify their orientation needs or to document completion of the orientation process; or by CEOs to plan new member orientation. |

|  |  |
| --- | --- |
| Orientation to the Organization | |
| ❒ | Bylaws |
| ❒ | Mission & Vision |
| ❒ | Last Strategic Planning |
| ❒ | Funding Streams |
| ❒ | Major Partners |
| ❒ | Organizational Chart & Management Team |
| ❒ | Sites and Services |
| ❒ | Population(s) Served |
| ❒ | Other(s) |
| Orientation to Community Health Center Program | |
| ❒ | History |
| ❒ | PHS Section 330 Funding |
| ❒ | Scope of Project |
| ❒ | 19 Program Requirements |
| ❒ | Required and Additional Services |
| ❒ | Finance |
| ❒ | Management & Governance |
| ❒ | Uniform Data System |
| ❒ | Contractual Relationships |
| ❒ | Clinical Performance |
| ❒ | Financial Performance |
| ❒ | Other(s) |
| Orientation to Roles and Responsibilities | |
| ❒ | Board Structure (meeting schedule, committees, etc.) |
| ❒ | Board Roles and Responsibilities |
| ❒ | Chief Executive Officer Roles and Responsibilities |
| ❒ | Board Role in Performance Improvement |
| ❒ | Conflict of Interest |
| ❒ | Self-Evaluation |
| ❒ | Other(s) |

|  |
| --- |
| I acknowledge receiving orientation on the above selected topics. |

*Signature & Date*