

# NEW BOARD MEMBER *Orientation Manual Checklist*

**B**elow is a checklist to assist you in preparing orientation materials for new board members. These materials will help them understand their roles and responsibilities to your organization and also serve as an orientation to healthcare issues. These materials will cover the three duties of the board:

- **DUTY OF CARE** — participate regularly in the organization. Read the minutes; ask questions; visit the organization and see the work they do; talk to the people serviced by the organization.
- **DUTY OF OBEDIENCE** — follow the laws of the federal, state and county governments. Obedience to the charitable purpose of the organization; trustees as guardians of the mission and values of the organization.
- **DUTY OF LOYALTY** — have no conflict of interest.

## **THE ORGANIZATION**

- Copy of the organization's bylaws/constitution
- Mission and vision statements
- Organizational history
- Summaries of strategic plan, long range capital financing plans and budget
- Organizational chart highlighting the major divisions and names of senior management and physician leaders, Foundation board of trustees, auxiliary Board of Trustees
- Dashboard type report for finance, market share, customer service and clinical outcomes, community benefits
- Quality and performance improvement plan or summary of the plan inclusive of risk management and corporate compliance information
- Medical staff background: purposes, profile by specialty, strategic physician staffing plan, Medical Staff Association Board of Directors, Medical Executive Committee membership, medical staff departmental leadership organizational chart

## **THE BOARD**

- Position descriptions for board members
- Roster of board members including contact information, pictures and a brief biography
- Board organizational chart showing (as applicable) parent board, subsidiary boards and board committees
- Committee charters or bylaws
- Calendar of board meetings, committee meetings, retreats, annual events, fiscal year, report deadlines, etc., for the upcoming year
- Board policy and/or procedures manual as well as a code of ethics
- Documentation for D&O liability insurance coverage
- Conflict of interest policy and form for signature
- Confidentiality policy and form for signature
- Guide to advocacy (local, state and federal)

## **THE ENVIRONMENT**

- Glossary of healthcare terms
- Summary of pertinent topics such as:
  - HIPAA
  - Accreditation requirements
  - Current legislative and regulatory issues state and federal
  - Medicaid and Medicare
  - Charity Care
  - Managed Care contracts
- Summary of the marketplace, competition and strategic position
- List of resources outside of the organization for assistance such as NJHA, BoardSource, The Governance Institute, [www.GreatBoards.org](http://www.GreatBoards.org), etc.