**SAMPLE OUTLINE FOR ORIENTATION OF NEW GOVERNING BOARD MEMBERS**

I. Welcome and Introductions

II. Team Building Exercise

III. Strategic Planning

A. WCR Mission, Vision and Goals

B. Alignment of Chapter Activities with the WCR Chapter Business Plan

IV. Programs based on business education/How to Scan Environment for Hot Topics

V. Financial Report

A. Budget and importance of reviewing finances at every governing board meeting

B. Fundraising Activities

VI. Bylaws/Standing Rules

VII. Organizational Structure

A. WCR nationally (see diagram at front of book)

B. Chapter, Network or Business Resource Groups

VIII. Membership

A. Categories/Dues

B. Membership Development Plans and National Recruitment and Retention Campaigns/Business Plan

IX. Products and Services

X. Challenges Facing the Chapter

XI. Action Plan to Meet Challenges

XII. Wrap-up/Questions

Tools for your Board Orientation

* Job description for each officer and board members – Chapter Website Admin for all
* Chapter Business Plan and Annual Report
* Current bylaws (online on the WCR Chapter websites)
* Governing Board notebook
* Volunteer leadership directory
* Audit/current financial statement
* Current dues schedule
* Current list of association products and services
* Association calendar with dates of board meetings
* Mission statement and strategic framework
* Organization chart
* Expense reimbursement policy