



NEW BOARD MEMBER ONBOARDING CHECKLIST

Name: _____

Acceptance date: _____

Orientation Packet

- Welcome letter
- Board buddy information
- Board member commitment form
- Annual disclosure form
- Campus map
- Name badge
- Parking pass

Board Portal Resources

www.wvc.edu/boardportal

- Board member job description
- Committee descriptions
- Committee roster
- Contact list (board and staff)
- Foundation bylaws
- Foundation purpose, mission, and goals
- Meeting and events schedule

Onboarding Process

- Orientation packet. Date: _____
- Board orientation. Date: _____
 - Campus tour. Date: _____
- Meeting with board president, committee chair, and executive director. Date: _____
- Board buddy meeting. Date: _____

Received by Foundation Office

- Board member commitment form
- Annual disclosure form