Board Orientation Checklist

Use this checklist to identify items that should be in your board member orientation packet.

Letter of welcome from board chair/CEO	❑
Mission, Vision, and Values statement	❑
One-sheets on key services	❑
Board member responsibilities and expectations (job description)	❑
By-laws	❑
Committee structure (include ad hoc committees)	❑
Policies (at minimum):	
• Gift Acceptance Policy	❑
• Endowment Policy	❑
• Editorial integrity principles	❑
• Board's role in fundraising	❑
• Board giving expectations (if not in by-laws)	❑
Station organization chart	❑
One-sheets on department functions and responsibilities	❑
Glossary—public broadcasting organizations and their roles (e.g., CPB, NPR, PBS, APTS, NTIA/PTFP, APT, APM, PRI, NOA, DEI, NETA, etc.)	❑
Facts and Figures (at minimum):	
• Audience	❑
• Revenue and expenses	❑
• Coverage map	❑
• Awards and recognition	❑
• Station history, milestones	❑
Current budget	❑
List of current board members with addresses, phone numbers, email addresses	❑
List of past board members and officers	❑
	❑
	❑
	❑
	❑
	❑
	❑
	❑
	❑