

# Algoma

## *Nurse Practitioner-Led Clinic*

### **New Board Member Orientation Checklist**

- Arrange to meet at the clinic site for a tour and orientation- provide location info and instructions to come in through the front door- inform of no charge for parking after 5:00 pm
- Thank-you for agreeing to become a board member and review of application form
- Introduce Board Chair, Admin Lead and NP Lead
- Provide new member with board manual binder and link to mandatory accessibility training
- Review the strategic plan
- Review board role and responsibilities (Policy 2011-02)
- Board relationship to senior staff and employees, Ministry (see page 6 of Board Narrative)
- Accountability and evaluation- (Policy 2011-01)
- Financial structure and board's role in reviewing reports from senior staff and auditors (Policy 2014-01 Financial Management) – Admin Lead to speak to monthly reports
- Provide an orientation of the board portal including current meeting documents, process for general meetings, contact info document and board meeting schedule.
- Walk through tour of the clinic
- Ensure Board Chair and Leads have contact information
- Have new member sign annual board agreement
- Police record check received (reimbursement by clinic.)
- Mandatory Training Complete

Board Member

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Board Chair

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_