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| BOARD OF DIRECTORS-ORIENTATION CHECKLIST |
| The complexity of the health care industry, in general, and of Health Center Program Grantees, in particular, requires that individuals willing to serve as Board members are well-oriented to the organization for which they will serve as the policy-making and overall oversight body. This checklist is divided into: orientation to the organization; orientation to the Community Health Center Program; and orientation to roles, responsibilities, and expectations for Board members. Below is a partial list of suggested orientation topics for each category. This tool can be used by board members to identify their orientation needs or to document completion of the orientation process; or by CEOs to plan new member orientation.  |

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| Orientation to the Organization  |
| ❒ | Bylaws |
| ❒ | Mission & Vision |
| ❒ | Last Strategic Planning  |
| ❒ | Funding Streams  |
| ❒ | Major Partners  |
| ❒ | Organizational Chart & Management Team |
| ❒ | Sites and Services |
| ❒ | Population(s) Served  |
| ❒ | Other(s) |
| Orientation to Community Health Center Program  |
| ❒ | History |
| ❒ | PHS Section 330 Funding |
| ❒ | Scope of Project |
| ❒ | 19 Program Requirements |
| ❒ | Required and Additional Services |
| ❒ | Finance |
| ❒ | Management & Governance |
| ❒ | Uniform Data System  |
| ❒ | Contractual Relationships |
| ❒ | Clinical Performance |
| ❒ | Financial Performance  |
| ❒ | Other(s) |
| Orientation to Roles and Responsibilities |
| ❒ | Board Structure (meeting schedule, committees, etc.) |
| ❒ | Board Roles and Responsibilities  |
| ❒ | Chief Executive Officer Roles and Responsibilities  |
| ❒ | Board Role in Performance Improvement |
| ❒ | Conflict of Interest  |
| ❒ | Self-Evaluation  |
| ❒ | Other(s) |

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| I acknowledge receiving orientation on the above selected topics.   |

 *Signature & Date*