

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.

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)

I acknowledge receiving orientation on the above selected topics.

Signature & Date