

CCWN Board Member Orientation Checklist

Board Member name: _____

Date Orientation Started/Completed: _____ / _____

1. Tour Facility
2. Staff Introductions
3. Board Introductions
4. Board Meeting Rotation, Meeting and Zoom Meeting invitations
5. Organizational Chart and contact list for Board and Staff
6. Access to online Board Portal
 - a. Foundational documents – Articles, bylaws
 - b. Policies – Board and Ops
 - c. Board member outlines
 - d. Committee outlines
 - e. Conflict of interest and Confidentiality
 - f. Board and Committee Minutes
 - g. Financials
 - h. Strategic Plan
 - i. Annual General Meetings and Year-end report
7. Agency Website
 - a. Programs and Services
 - b. Community Partners, Investors, Donors
8. Relationship to Food Banks Canada, Feed Ontario, and FEED Niagara
9. Directors and Officers Insurance
10. Most Recent Audited Financial Statements
11. Annual Charity Form, confirmation of timely and accurate submission

January 28th 2025