

Trustee Orientation: The most important meeting for every board member

SAMPLE ORIENTATION AGENDA

<p>Welcome, introductions:</p> <ul style="list-style-type: none"> • Contact List of Board members and officers with terms • Organizational Chart • Chief: Background, Introduction 	<p>Board Chair</p>
<p>About the Fire District</p> <ul style="list-style-type: none"> • Rules governing Fire Districts/Rural Fire Areas in Montana 	<p>Executive Director</p>
<p>Board Responsibilities: Duties and Structure</p> <ul style="list-style-type: none"> • Governance Core Duties – Care, Loyalty, Obedience • Trustee Expectations: “Job” Description • Officer Duties • Committee Charters/Scope of Work, current leaders and membership • Relationships with Chief, Paid Staff, Volunteer Firefighters 	<p>Board Chair</p>
<p>Board Responsibilities: Processes</p> <ul style="list-style-type: none"> • Board meetings: agenda structure, consent agenda, minutes • Preparation for meetings • Roberts’ Rules of Order (or other decision making processes in the bylaws) • Practicing Governance: “Big” Decisions, Policy Setting, Checks and Balances, Board Culture, Meaningful Involvement 	<p>Board Chair</p>
<p>About the Organization: Financial Overview</p> <ul style="list-style-type: none"> • Operating Budget • Balance Sheet • Functional Budget with Year-to-Date Actuals • Cash Flow Projections • IRS Form 990 • Funding Sources – tax levies, community fundraising, other sources 	<p>Board Chair/ President</p>
<p>Legal Framework: Guiding Documents</p> <ul style="list-style-type: none"> • By-Laws – important highlights • Minutes • Agendas • Policies and Procedures: Board, Financial, Personnel, Safety/Risk Management • Planning: Capital, Equipment, Strategic Planning • Insurance Information 	<p>Board Chair/ President</p>
<p>Getting Support, Making Commitments</p> <ul style="list-style-type: none"> • Committee Sign-up • Events and Meeting Calendar • Question/Answer 	<p>Board Chair/ President</p>
<p>Check-in/Follow-up in 3 months Closing and Thank You!</p>	<p>Board Chair/ President</p>