

# Sample Board Onboarding Agenda

From St. Louis Section

**0:02 – 0:08 Leadership VP | Welcome and start intro video (6 min)**

**0:08 – 0:10 Leadership VP | Explain introductions activity**

**0:10 – 0:23 Introductions activity**

Break into 3 Groups: Returning people introduce themselves to the New Members/Staff  
(13 min)

**0:23 – 0:38 Leadership VP | Intro for New Members/Staff to Whole Group – 10 people -1.5 min each = (15 min)**

**0:38 – 0:43 President | Priorities for the year**

Solicit input for board/exec meeting days and format (Stay virtual? Alternate?)

**0:43 – 0:50 Executive Director | Mention “logistics” items from board binder**

Highlight: Circle of Influence, email etiquette, meetings how-to, how to access shared documents

**0:50 – 1:00 Leadership VP | Review board responsibilities (list in board manual with added explanation)**

**1:00- 1:21 Vice President Presentations | 3-minute presentations each**

- Community Service
- Advocacy
- Membership
- Leadership
- Development
- Marketing
- Resale Shop

**1:21 – 1:35 SPA** | Close out for new and returning board members with Butterfly Hug/grounding

***End at 7PM for all but Exec and Senior Staff***

**1:35 – 2:00 President** | Start Exec Team orientation – with support from Nancy

- Expectations of exec team
- More about priorities
- Schedule for articles for bulletin
- Form/procedure for board reports
- Plan for defining VP/staff working relationships & VP job descriptions
- Grooming your successor
- Any Other Business

**Done by 8:00 PM**