

Month	Board Topics	Orientation Theme	What?	Who?	S	F	G
Pre-meeting		Preparing for your first Board meeting	How to use your iPad Tour of Trustee Web site Meeting Structure/ agenda process			X	
January	<ul style="list-style-type: none"> • Introduce new Trustees (Chair) • Approves Meeting schedule • Announce committee membership (Chair) • Appoint representatives (Friends') • Approve Operating/Capital Budget 						
February	<ul style="list-style-type: none"> • Approve CEO performance goals • Approve Annual Report to PLSB (LC) 						
March	<ul style="list-style-type: none"> • Approve annual audit statements (GM) 						

Notes:

- This is a template for planning. Since this is our first year, we are preparing our plan as we go.
- S stands for strategic, F for fiduciary, and G for governance. We want to ensure that Trustees are receiving orientation that address all of our governance responsibilities.
- The initials next to Board topics (LC, GM) refer to the Executive Team member that is our primary contact on that topic. In most cases that individual would be involved in providing orientation.