



NEW BOARD MEMBER ORIENTATION CHECKLIST

“Congratulations! There’s a reason you were elected. Make the position your own.”
- McKay Larsen Senior Athlete Rep 2020-2021

- Asap After Election, Schedule Orientation: Face to face or virtual meeting with member of Governance Committee over Board Orientation.

This checklist guides the New Board Member Orientation Meeting

WHO

- Introduction to Utah Swimming**
Policy #1 a. UTSI Administrative Overview Chart
- Board Member Training Guide (Policy #23)**
UTSI Board Member Email
Credit Card (where applicable)
LSC Financial Summary
- Duties: Care, Loyalty, Fiduciary**
Housekeeping
Policy #21: Standards of Practice (Sign and return to UTSI Secretary)

WHAT

- UTSI Strategic Plan**
Vision/Mission
How to use the plan to guide and inform committee(s).
LSC Financial Overview
Budget Rules & Parameters (Located on UTSI website under “Governance”)
- Reference Policies/Gov Docs:**
Overview of UTSI Website
Bylaws

Policy #20: Board of Directors

Policy #50: Committee Handbook

Policy #302: Athlete Protection policies

Policy #450 Website and Media Policy

Leadership Task Calendar

Document Review

LTC emailed monthly

Also always available on the P&P page of the UTSI website.

Review for individual and committee responsibilities by calendar month.

HOW

UTSI Board Meetings

Calendar of meetings

Agendas: How to submit, how to prepare a report, how they run, formats for motions, 2nds and voting.

Review Agenda and minutes of previous board meeting. Discuss

Attend first UTSI Board Meeting

Name and Contact info of Committee Members

Check UTSI Website Review any prior minutes

Reach out to committee members and establish a meeting schedule.

Ensure you have athlete representation

Use UTSI Strategic Plan and LTC to inform committee agendas.

Delegate assignments.

Forward meeting minutes to Todd Etherington to post on the website.

(registrations@utahswimming.org)

Report to UTSI Board

Link work to Strategic Plan where applicable.

Names and Contact Info

Outgoing Board Member

Governance Committee Partner