New Board Orientation
Sample Agenda

Cornell Cooperative Extension of _______County
New Board Member Orientation

Agenda

Approximate time: 1.5 hours
Attendance: Executive Director, newly elected board members and a few experienced board members (including President)

Date (hold meeting before Organizational Meeting)

1. Introductions-5 minutes

2. Purpose of Orientation-To present an overview of Cornell Cooperative Extension system’s history, organization, programs, relationships, finances, board and staff functions. Hopefully, this overview will help Directors be more aware and comfortable with their role as they start their terms.

3. CCE Board powerpoint-30 minutes

4. Briefly Review Board Handbook and highlight-30 minutes
   a) Board/Staff organizational report
   b) Legal references-Constitution, BR, AR
   c) 10 Board Responsibilities
   d) Budget and financial reports
   e) Program portfolio, strategic plan/organizational goals
   f) Regional collaborations-SBN, Regional Ag teams, etc.

5. Board Member Pledge and Commitment-10 minutes (below)

6. Questions and discussion-15 minutes

7. Confirm Board meeting dates and times (list below)

Cornell Cooperative Extension provides equal program and employment opportunities.