



Board Member Onboarding Template

Welcome & Mission

[Organization Name] exists to:
1–2 sentence clear mission statement

Your Role as a Board Member

As a board member, you are responsible for:

- Supporting the mission and strategic direction
- Participating in decision-making and governance
- Acting as an ambassador for the organization

Time Commitment

- ~3 hours per week (flexible)
- Monthly board meeting: [Day/Time]
- Optional: committee or project work

Key Priorities (Next 90 Days)

- Attend and participate in board meetings
- Get familiar with programs and impact
- Contribute to at least one priority area:
 - Fundraising
 - Communications
 - Programs
 - Partnerships

Contact Information

[Your Name / Role]

[Email / Phone]

What Success Looks Like

- You feel clear about your role
- You contribute in a way that fits your skills and capacity
- You stay engaged and communicate proactively

Support & Expectations

We commit to:

- Clear communication
- Respect for your time and contributions
- Providing the information you need to succeed

We ask that you:

- Communicate availability and constraints honestly
- Follow through on agreed commitments
- Stay aligned with our mission and values

First Steps (Week 1–2)

- Meet with Board Chair/President
- Review bylaws + strategic priorities
- Join next board meeting
- Choose your focus area