

MASTER GARDENER FOUNDATION KITSAP COUNTY

BOARD OF DIRECTORS ORIENTATION

AGENDA (sample)

I. WELCOME

- Out-going Board President (name)

II. REVIEW OF AGENDA (name)

III. INTRODUCTION OF ATTENDEES

IV. OVERVIEW OF FOUNDATION (name)

- history, purposes of organization

V. REVIEW OF BOARD MANUAL (name)

VI. OVERVIEW OF BOARD STRUCTURE (name)

- current officers, committees

VII. ROLES AND RESPONSIBILITIES OF BOARD (name)

- overview of each Board position
- legal considerations
- relationship with Extension

VIII. OVERVIEW OF BOARD OPERATIONS (name)

- meeting agenda and process
- budget development and maintenance
- audit process
- review key points from bylaws and policies and board operations calendar

IX. REVIEW OF STRATEGIC PLANNING (name)

- format and timeline
- note recommendations from out-going Board

