

# BOARD OF DIRECTOR ONBOARDING CHECKLIST

FASHION  
REVOLUTION  
USA

## PRE-ONBOARDING

- Send introduction email
- Provide start date, time, role, contact person
- Create accounts, emails
- Provide the BOD Handbook
- Inform schedule of the orientation's breakdown Zoom meetings
- Add new board to shared resources and calendars
- Finish required paperwork

## ONBOARDING

- Conduct 1 on 1 orientation
- Match with a board buddy from the core team
- Conduct group orientation, going through the BOD Handbook
- Discuss board structure, board roles & individual roles, operation
- Discuss meeting schedule, communication channel
- Check-in individually at the end of orientation
- Publish announcements on newsletter, website, social media channels

## POST-ONBOARDING

- 1st-week check-in
- Invite new boards to the organization's activities
- Provide 30 days check-in, 1 on 1 and group meeting
- Conduct a survey to get onboarding feedback
- Collect feedback from board buddy and the nomination committee
- Provide plans for 60 and 90 days check-in

