

Board member onboarding guide

This document outlines the key information, responsibilities, and steps to help you quickly integrate into your role and contribute effectively.

1. First steps

- **Read the bylaws:** Familiarize yourself with the organization's bylaws, governance framework, and decision-making processes. [Bylaws](#)
- **Review past board minutes:** Go through previous board meeting minutes, and decisions to understand the current context. [Minutes](#)
- **One-on-one meetings:** Schedule introductory meetings with:
 - Executive team - **Nick Cook, Jack Briggs**
 - Current board members

2. Meetings and participation

- **Meeting frequency:** Board meetings are held on a monthly basis, (normally the last week of the month.(up to 2 hour)
- **Preparation:** All members are expected to review meeting agendas and materials in advance.

3. Roles and responsibilities

Board members are expected to:

- Act in the best interest of the organization and its mission.

- Provide strategic oversight and guidance.
- Serve as ambassadors for the organization, promoting its vision externally.
- Participate actively in board meetings and committees.
- Maintain confidentiality of sensitive information.

Go through the detailed expectations [Board member role - Responsibilities and Expectations](#)

5. Resources and tools

- **Board portal/folder:** Access to all board documents, minutes, policies, and bylaws.
<https://board.docs.intersectmbo.org/>
- **Code of conduct:**
<https://docs.intersectmbo.org/legal/policies-and-conditions/intersect-members-policies/code-of-conduct>

6. Orientation timeline (suggested)

Week 1–2

- Review bylaws and past meeting minutes.
- Meet one on one with executives and current members.

November

- Attend the first board meeting.
- Officially assume the duties.