



VOLUNTEER ORIENTATION CHECK LIST*

Board Member: _____

Orientation Task	Date Completed
Agency Purpose Vision, Mission, Values, History, Strategic Plan	
General Board Information By-Laws, Board Policies, Job Description Board Committees-Terms of Reference	
Financial Information Audited Statements & current Financial Information	
Ed's House Northumberland Hospice Care Centre Foundation CCN/Foundation Relationship Agreement, Bylaws	
Program Information Agency Brochure	
Ontario Health Team – Northumberland	
Provincial Associations OCSA (Ontario Community Support Association) HPCO (Hospice Palliative Care Ontario)	
Confidentiality/Privacy Statement review sign off	
Code of Conduct review and sign off	
Police Screening	
AODA Training & sign off	
Board Member Biography Completed	
Provide Minutes from previous 2 Board Meetings	
Orientation Day/Tour	

* Specific for Board Member Orientation. Additional program related information would be required if member volunteered in a specific program area.