



# NEW BOARD MEMBER ORIENTATION

*When a new trustee joins your board, it is vital to share a proper introduction to your organization. Setting expectations for their roles and responsibilities lays the foundation for their work ahead. A new board member orientation should be formalized, consistent and updated regularly. Texas Healthcare Trustees recommends the following areas and responsibilities to cover when onboarding your new trustees.*

## ORGANIZATIONAL OVERVIEW

In order to properly support and lead the hospital, new board members need a clear orientation of the hospital's **mission, vision and values**. Identify key players in your organization and offer a tour of the facility. Include an in-depth look at your organization's **history, service area** and **population** to give your new trustee a better understanding of your community's health needs.

## GOVERNANCE RESPONSIBILITIES

New board members should understand the parameters and guidelines they must work within through the review of **bylaws, policies** and **articles of incorporation**. Clearly outline the legal and ethical obligations and fiduciary duties your trustees must follow for the organization and community.

## GOVERNING BOARD

Share job descriptions and responsibilities for **board members, officers** and **committee chairs**, and review your board's committee structure. Discuss the trustee's role in **strategic planning, financial oversight** and **quality and patient safety**. It is crucial for a new trustee to understand the unique relationship between the governing board and CEO and to differentiate between **oversight** and **management**.

## BOARD MEETINGS

Share processes for effective and efficient board meetings, including **attendance requirements, submitting agenda items** and **preparation**. Clarify expectations of their participation at this time, and ensure they have the schedule of future meetings.

## STRATEGIC DIRECTION

Discuss your hospital's current strategic plan, as well as expectations for the board's involvement in **developing** and **approving future strategic direction**. Familiarize them with the reports they should expect to review from leadership to show progress on goals and initiatives.

## HEALTH CARE OVERVIEW

Remember: your new board member may be new to health care! Touch on timely **issues and trends** affecting your hospital, as well as **state and federal regulations** that should be kept top-of-mind. Identify continuing health care education needs for your new members.

## HOSPITAL FINANCING

A primary responsibility of the governing board is to ensure the organization has the financial resources needed to support its mission. Provide and review a recent budget and financial dashboard, and discuss **fundraising, reimbursement** and **payer-mix** of the hospital.

# YOUR ORIENTATION CHECKLIST

*New board members likely face a steep learning curve. Use this checklist to cover all your bases in your new trustee orientation.*

## ORGANIZATIONAL OVERVIEW

- Mission, vision and values statements
- History
- Service area, community and patient population
- Organizational chart and introduction of key leadership
- Tour or description of physical facilities

## GOVERNING BOARD

- Fellow board members, officers, committee structure and descriptions
- Trustee and officer job descriptions
- Board roles and responsibilities
- Board/CEO relationship

## STRATEGIC DIRECTION

- Current strategic plan
- Review of goals and key dashboards

## HOSPITAL FINANCING

- Overview of recent budget and financial statement
- Payment sources, Medicare and Medicaid overview
- Payer-mix of the hospital

## GOVERNANCE RESPONSIBILITIES

- Bylaws
- Board policies
- Articles of Incorporation
- Fiduciary duties: loyalty, care and obedience
- Code of ethics
- Regulatory and legal requirements specific to the hospital

## BOARD MEETINGS

- Attendance requirements
- Preparation
- Submitting items for the agenda
- Future dates

## HEALTH CARE OVERVIEW

- Types of hospitals
- Federal and state regulatory overview
- Industry trends and issues