

RONALD V. MCGUCKIN AND ASSOCIATES

Post Office Box 2126

Bristol, Pennsylvania 19007

215-785-3400 215-785-3401 (FAX)

Childproviderlaw.com (website)

ORIENTATION PROGRAM FOR BOARD OF DIRECTORS

1. History of Agency
 - Mission and Purpose
 - Profile
 - Local Statistics
2. General Overview
 - Prior year's Board Meeting Minutes
 - Meeting Schedules
3. By-Laws
4. Role of Board of Directors
 - Fiduciary, Legal and Fiscal Responsibilities
 - Board/Staff Areas of Responsibility
5. Annual Report
 - Budget
 - Sources of Income
6. Program Descriptions
7. Organization Chart
 - Board Officers
 - Board Committees
 - Board Member Roster
 - Staff Roster
 - Job Descriptions for Board Members and Staff Members
8. Policy and Procedure Manual
9. Management Plan and Style

10. Specific Tasks, if any, for Board Members