



## Community Action Advisory Board Orientation Checklist

Content	Initial
<b>Inside Front Cover</b>	
<ul style="list-style-type: none"> <li>New Member Orientation PPT</li> </ul>	
<b>Agendas/Minutes</b>	
<ul style="list-style-type: none"> <li>Agendas and Minutes</li> </ul>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>Information Memorandum 82</li> <li>Board Roster</li> <li>Board Member Descriptions</li> <li>Appointment Letter</li> <li>Application</li> </ul>	     
<b>Rules and Regs</b>	
<ul style="list-style-type: none"> <li>By-laws</li> <li>Conflict of Interest Policy</li> <li>Whistleblower Policy</li> <li>Work Plan</li> </ul>	    
<b>Advocacy</b>	
<ul style="list-style-type: none"> <li>Advocacy Action Packet</li> <li>Advocacy Plan</li> <li>Advocacy Organizations</li> <li>Outreach Email Template</li> <li>CAAB Letterhead</li> </ul>	
<b>Reports</b>	
<ul style="list-style-type: none"> <li>Community Needs Assessment</li> <li>Community Services Strategic Plan</li> <li>Homeless Action Plan</li> <li>Quarterly Summary Report</li> <li>Finance Report</li> <li>County Audit Information</li> </ul>	     
<b>Misc</b>	
<ul style="list-style-type: none"> <li>Community Action Acronyms</li> </ul>	

I certify that I have received the New Member Orientation and binder with the above contents.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date