

Aprío's new director checklist.

1. **Assign a mentor** to assist the new director with questions
2. Ensure that they understand the specifics of their roles, and **how much time will be needed** in meetings to carry out governance duties
3. Set up half-hour **meetings with each leadership team member** for the new director
4. **Onboard them** to the Aprío board portal software. Show them how to receive meeting agendas and updates, and how to vote and communicate with other directors
5. Show them Aprío's **archive of historical documents** so that they can review past meetings and topics
6. Make sure the new director is in the appropriate **groups** or **subcommittees** in Aprío and schedule **one-on-one training** for each
7. Share your organization's **mission, vision, and values**, and any policies they will need to sign

