



**FIELD HOCKEY ONTARIO**

Box# 80030  
Appleby Line, Burlington, ON  
L7L 6B1

tel: 1 (877) 605-0855  
info@fieldhockeyontario.com

**FHO Board of Directors New Member Checklist**

- Attend the Annual General Meeting – Voting in of New Board Members (Sunday, November 28, 2021)
- Receive and review onboarding materials and BOD Code of Conduct
- Sign and return your BOD Agreement to the Secretary
- Attend your first meeting of the Board (Monday, December 6, 2021)
- Review FHO's [2021-2026 Strategic Plan](#)
- Complete Sport for Life Effective Board Governance course.
- Complete a Criminal Record Check through Sterling Backcheck.
- Receive information for your FHO email and start to get familiar with the FHO Google Drive.
- Meeting/call with the Treasurer to review Financial Statements and Budget.
- Meeting with the Vice President/Secretary to review meeting procedures and agenda submissions.
- Begin to get familiar with [FHO policies](#) and [bylaws](#).
- Complete a [Conflict of Interest Declaration](#) if any conflicts are immediately clear.
- Receive your committee assignment and review your Terms of Reference.
- Attend Board and committee meetings (ongoing)
  - Review agendas and resources
  - Prepare updates/reports (as necessary)

