**Checklist for Onboarding New Board Members**​

* Reach out right after the election, before the first Selectboard meeting, to set up an introductory meeting.​
* Exchange contact & schedule information.​
* Offer a tour of Town facilities -- time the tour to meet employees, if possible. ​
* Order a nameplate (if the turnaround is too tight for the first meeting, consider making a temporary nameplate).​
* Provide forms needed for payment of the Selectboard stipend, if applicable. W-4, direct deposit, etc.​
* Provide [resources](https://www.vlct.org/resource/selectboard-resources-compendium), including your Town's Annual Report and VLCT's [Selectboard Manual](https://www.vlct.org/manual/selectboard-manual). [Roles and Responsibilities of the Selectboard](https://www.vlct.org/resource/roles-and-responsibilities-selectboard) provides a nice overview of the position.​
* VLCT's [Town Manager Government Structure](https://www.vlct.org/resource/town-manager-government-structure) or [Town Administrator Role and Responsibilities](https://www.vlct.org/resource/town-administrator-role-and-responsibilities), if/as appropriate, are helpful as well. ​
* Assist with registration for VLCT’s [Selectboard Essentials: Your Building Blocks for Success](https://map.vlct.org/cv5/cgi-bin/eventsdll.dll/EventList?SESSIONBEGDATE=%3EgetDate()-1&ONWEBFLG=Y&SORT=SESSIONBEGDATE).
* Provide information about VLCT's [Municipal Access Portal](https://www.vlct.org/login/municipal-access-portal-faq), which is necessary to access VLCT's resources and register for events.