

ARA Board Member Visitation Checklist

Use this checklist to be sure that the ARA Board Member you invite knows what is expected of her/his participation and to keep her/him informed of the details of the event/meeting.

Initial Contact

- Contact Board member directly and as far in advance as possible.
- Inform Board member of expected tasks to be done at the event/meeting.

If the Board Member is able to attend, please send the following items, based on tasks you and the Board Member have agreed on, as soon as available:

- Travel directions
- Information on the event/meeting – program if possible
- Itinerary of task for the Board Member – what and when do you want her/him to do
- Contact person – council leader
- Information about the council

Follow-up Contact

- Write the board member a note of thanks for participating in the council event/meeting and indicate whether the visit was useful to the council.