



VILLAGE BOARD AND COMMITTEE MEMBER

ONBOARDING CHECKLIST

- ☐ Swear in with Village Clerk
- ☐ Complete W4 form with Village Clerk for payment
- ☐ Waived payment Form (if requested)
- ☐ Obtain village electronic device if needed
- ☐ Obtain copy of Village Employee Handbook
- ☐ Familiarize yourself with Board and Committee members, roles, individual terms, and meeting dates
- ☐ Acquaint oneself with Village Website (www.kronenwetter.org)
- ☐ Review mission and vision statements
- ☐ Review organizational chart
- ☐ Review Roberts Rules (league of municipalities manual)
- ☐ Review Wisconsin code of ethics (<https://docs.legis.wisconsin.gov/statutes/statutes/19/iii/59>)
- ☐ Review meeting attendance policy

- ☐ Review previous agendas and minutes to familiarize yourself with committee happenings
- ☐ Be prepared for meetings by reading current agendas
- ☐ Review Village policies and ordinances
- ☐ Fitness room use