



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
- Familiarize yourself with Board and Committee members and rolls
- Acquaint oneself with Village Website (www.kronenwetter.org)
- 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
- Open Meetings Law
- Facility Visits – organize with department heads

- Department Head/Staff meet & greet – prior to facility visits – break into groups/departments for tours
- Code of ordinances - digital
- Policies & procedures - digital
- Meeting minutes from 1st of year to April – digital
- Recent studies – water, sewer, parks/properties