



## **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](http://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
- ☐ Review previous agendas/minutes to familiarize yourself with Committee happenings