



Novus SMART Academy (K-8) New Board Members Orientation Checklist

Welcome to the Novus SMART Academy Board of Directors!

We are thrilled to have you join our Board and we look forward to your valuable contributions in advancing our mission and vision.

Mission Statement

Novus SMART Academy (K-8) provides scholars with an extraordinary learning experience, where college and career begin in Kindergarten.

Vision Statement

Novus SMART Academy (K-8) produces global achievers through high-quality academic instruction and character development, with a relentless drive for success in life.

<Actions Required> Orientation Checklist

Please click the hyperlinks below to read any embedded documents.

- ☐ Collaborative meeting with Board Chair, Committee Chair, and Executive Director to further explore mission, vision, and current needs.
- ☐ Ensure you can access all platforms, folders, and documents as needed.
 - ☐ Review Annual Calendar: [Click Here](#)
 - ☐ Review Board Roles & Responsibilities: [Click Here](#)
 - ☐ Commit to at least one Committee.
 - ☐ Review Our Board of Directors Commitment to the Governance Framework Draft: [Click Here](#)
 - ☐ Login to BoardOnTrack Account: <https://app2.boardontrack.com/login/auth?redirecting=true>
 - ☐ Access Our Google Folder: [Click Here](#)
- ☐ Complete the Board of Directors' All About Me Survey: [Click Here](#)
- ☐ Read through the following documents:
 - ☐ Our Board Policies Draft: [Click Here](#)
 - ☐ Our Board By-laws Draft: [Click Here](#)
 - ☐ Our Conflict of Interest Policy Draft: [Click Here](#)
 - ☐ Notify the Board of Directors if any potential conflict of interest arises.
 - ☐ Open Meetings Law: [Click Here](#)
 - ☐ What Every Board Member Should Know-TN Guide for Nonprofits: [Click Here](#)
 - ☐ Tennessee Charter School Center Priorities: [Click Here](#)
 - ☐ 2026 Public Chapters (pay close attention to Chapter 0852): [Click Here](#)
 - ☐ See Policies and Procedures (drafts): [Click Here](#)
- ☐ Review Past Meetings & Agendas (i.e., Board Meetings, Committee Work Sessions, Retreats): [Click Here](#)
- ☐ Annual Contribution Platform: Coming soon!
- ☐ Reach out for help if you need anything!