**Nonprofit Program Office**

**18 Things To-Do-List within first 30-Days**

1. Read, study, mark (for quick reference) your copy of VA handbook 1200.17
2. Read, study, mark (for quick reference) your copy of the NPC bylaws and articles of incorporation.
3. Read, study, mark (for quick reference) your copy of the NPC polices
4. Review minutes from last board meetings (2-3 years old)
5. Get a status report (snap shot) of the current financial situation:
   1. Profit and Loss sheets
   2. Fixed expenses
   3. Expected revenue

(Know your numbers and know them well (study them or have a cheat sheet if needed)– Exc. Dir. is well respected for knowing his/her numbers)

1. Get a status report (snap shot) of the current studies
   1. Study names, start & end date, type, PI, personnel
2. Know your investigators (name, VA affiliation, research history, projected submissions, major issues, etc)
3. Know your committees, meet the chair, offer to attend a meeting (IRB, R&D, etc.)
4. Know your board members (names, start dates on board, background, CVs)
5. Know your leadership (MCD, COS, ACOS, etc.)
6. Review latest financial audit.
7. Review latest NPPO audit report and the action plan submitted if any, when is the next scheduled one, have all issues been taken care of?
8. Know the NPPO team, call them for help/questions, they are here to help
9. Visit the NAVREF website, see what services they can help with
10. Have your name added to the Exc. Dir. email list, to stay on top of current events
11. Know your STAR lawyer, read latest communication
12. Know your coordinators, they provide great input, they need to feel comfortable talking directly to you
13. Establish a strong professional relationship with the Board chair, ACOS-R & ACOS-Ed