

Board Orientation

PACKET MATERIALS

- Board Member Job Description with Expectations**
Knowing what is expected will set the board member and organization leadership up for success. The job description should include the anticipated monthly time commitment, expectations for meeting attendance, financial contribution, and committee participation.
- Key Dates**
Include upcoming board meetings, events, and committee meetings.
- History of the Organization**
Board members can use this as a point of reference during meetings and when visiting with prospective volunteers, board members, and donors.
- Reading Materials About Programs or Services**
This can be a helpful reference tool to familiarize themselves with the organization's full scope of work as well as use as a reference during discussions.
- Annual Report**
Serves as an organizational overview to understand what is shared in the community. May also be used as a reference when sharing about the organization within their network.
- Financial History**
Year to year comparisons of budgets, balance sheets, income statements, cash flow, audits, and current budget. Include an overview of where funding comes from including key donors, sponsors, grants, etc.
- Board Roster**
List contact that includes email, phone number, employer, years served, committee participation, and board leadership role(s) where applicable.
- Staff Organizational Chart**
Visual tool to help understand the organization's structure. Include contact information and a brief description of the responsibilities associated with the key staff.
- Most Recent Strategic Plan**
Any recent planning documents along with goals and key strategies for the past year and/or upcoming year will help with understanding how the board arrived at current decisions.
- Board Minutes from Last Meeting**
Creates continuity about where the board's last conversation left off.
- Governance Documents**
Including but not limited to bylaws, articles of incorporation, and conflict of interest statement.