****

**BOARD ORIENTATION MATERIALS**

* Strategic Plan Dashboard
  + Strategic Plan updates should be the first item on your agenda
* Board & Organizational Information
  + List of Board Members & Job Descriptions
  + Terms of Board Members
  + List of Committees
    - Structure and descriptions of committees
  + Org Chart & Staff Listing
* Legal & Historical Documents
  + Articles of Incorporation
  + Bylaws
  + Tax-exempt certification
  + Agreements & Contracts
  + History of the Organization
* Organizational Planning Documents
  + Strategic Plan
  + Mission & Vision
  + Value Statements
* Board Policies & Procedures
  + Robert’s Rules of Order
  + Code of Ethics
  + Attendance Policy
  + Conflict of Interest Policy
  + Grievance Procedures & Whistleblower Policy
  + Insurance Policies
* Finances
  + Annual Budget
  + Financial Statements & Reports
  + Most Recent Audited Financials
* Additional Resources
  + Personnel Policies
  + Fundraising & Recruitment Plans
  + Promotional Materials