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**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* Legal & Historical Documents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