



Board Member Orientation Materials

In order for a new board member to become thoroughly familiar with the foundation or advisory committee's organization and operation, the following is a list of materials that should be provided to the incoming board or advisory committee members.

1. Board Membership and Calendar
 - a. List of board members – with roles and responsibilities
 - b. Committee Lists
 - c. Calendar of board meetings, committee meetings, and other events
2. Foundation Background Information
 - a. Mission and vision statement
 - b. History - Outlines the history of the Foundation. Try to make this history inspirational and remind the new board member why they want to be an ambassador for the organization.
 - c. Grantmaking process descriptions
 - d. Other Foundation activities and community responsibilities.
 - e. Long-range plan
 - f. A copy of the most recent annual report
3. Bylaws and Policies
 - a. Articles of Incorporation and bylaws
 - b. Board policies on:
 - i. Attendance at meetings or Board Member Job Description
 - ii. Committees (establishment, relation to board)
 - iii. Conflict of interest
 - iv. Board development opportunities
4. Staff
 - a. Organizational chart
5. Finance
 - a. Budget
 - b. Most recent audit (if applicable)
 - c. Financial procedures
6. Minutes and issues
 - a. Most recent board meeting minutes
 - b. Description of current issues up for discussion