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