

Board Nominee Orientation Materials

XYZ MINISTRY

	INTRODUCTORY MATERIALS
1	Welcome from board chair
2	Brochures, publications, e-newsletter, website outline, etc.
3	Historical snapshot, honors, awards, notable news clippings
	Board of Directors
4	Current board member mini-bios, committees, volunteer structure
5	Annual affirmation statement, calendar of board meetings and retreats, biographical sketch form
6	Nomination and election procedures
7	Bylaws, articles of incorporation
8	Board policies manual
9	Conflict of interest disclosure letter
10	Board meeting agenda/pages of most recent meeting
11	Board issues/challenges for next three years—including skeletons in boardroom closet
	Finance, Budget, IRS
12	Annual budget
13	Financial statements
14	Audited financial statements
15	IRS Form 990 (Return of Org. Exempt from Income Tax)
	Strategic Plan and Metrics
16	Rolling three-year strategic plan, strategic plan placemat
17	Customer satisfaction surveys, previous client feedback

18	CEO’s annual S.M.A.R.T. goals, board/CEO accountability process, monthly dashboard
19	Key performance indicators, essential statistics
	Team Members
20	Organizational chart
21	Team member mini-bios, CEO bio and top five strengths—StrengthsFinder.com
	Development
22	Snapshot of donor development program
23	Direct mail, campaign/project, brochure samples
24	Development program annual and three-year goals, board’s role in raising funds
	Programs and Services
25	Menu of programs, products, and services for primary customers and supporting customers, annual program evaluation process