

Board of Directors— Board Nominee Orientation Binder

TABLE OF CONTENTS - 3G GLOBAL

INTRODUCTORY MATERIALS		
1	Introduction from the Chairman of the Board of Directors	
2	General brochures, publications, (enewsletter, 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)	



Board of Directors— Board Nominee Orientation Binder *(cont.)*

STRATEGIC PLAN & METRICS	
16	Rolling three-year strategic plan, strategic plan placemat
17	Customer satisfaction surveys, previous client feedback
18	Executive Director's annual S.M.A.R.T. goals, board/Executive Director accountability process, monthly dashboard
19	Key performance indicators, essential statistics
TEAM MEMBERS	
20	Organizational chart
21	Team member mini-bios, Executive Director 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

