

Board Of Directors—Board Nominee Orientation Binder

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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 Members (Mini-Bios), Committees and Volunteer Structure
5	Board Member Annual Affirmation Statement <ul style="list-style-type: none"> • Future Board Meetings • Letter of Invitation to Serve and Biographical Response Form
6	Nomination and Election Procedures
7	Bylaws, Articles of Incorporation, etc.
8	Board Policies Manual
9	Conflict of Interest Disclosure Letter
10	Former Board Members & Board Chairs
11	Board Meeting Agenda/Pages (of most recent meeting) – sample
12	Board Issues for Next 3 Years; Skeletons!
FINANCE, BUDGET, IRS, ECFA REPORTS	
13	Annual Budget
14	Current Financial Reports
15	Audited Financial Statements
16	ECFA Membership, Profile and Public Statistics
17	IRS Form 990 (Return of Org. Exempt from Income Tax)

STRATEGIC PLAN & METRICS	
18	Strategic Thinking/Planning Process & Strategic Plan Placemat (11x17)
19	Annual Satisfaction Surveys
20	CEO SMART Goals & Board/CEO Accountability Process (Dashboard)
21	Leading Indicators/Key Performance Indicators (KPIs), Statistics (charts and graphs)
22	Peter Drucker's "Five Questions Every Nonprofit Organization Must Answer"
23	"Radar Issues" (One-Pager)—“Our Assumptions About the Next 3 Years”
TEAM MEMBERS	
24	Organizational Chart & Mini-Position Descriptions: Staff Contact Info
25	Team Member Mini-Bios; CEO Bio, CEO’s Top-5 "Strengths" (StrengthsFinder.com)
26	Confidential Compensation Schedule
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27	Donor Development Program—Snapshot
28	Direct Mail, Campaign/Project, Brochure Samples
29	Development Program Annual and Three-year Goals
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30	“Menu” of Programs and Services for “Primary Customers” and “Supporting Customers”
31	Other