

Board Orientation Agenda & Manual

- ❑ Mission, Vision and Values or Principle Statements
- ❑ Constitution, Bylaws &/or Article of Incorporation
- ❑ History including specific significant events
- ❑ Programs and services
- ❑ Organizational chart
- ❑ Roles of the Board of Directors
- ❑ Roles of staff (if applicable)
- ❑ Roles of volunteers
- ❑ Roles of committees
- ❑ Outline of strategic or long range planning process
- ❑ Long and short term goals
- ❑ Policies and procedures
- ❑ Annual reports
- ❑ Financial statements & budgets
- ❑ Funders and supporters
- ❑ Minutes of past meetings
- ❑ Simplified parliamentary procedures
- ❑ Calendar of events
- ❑ Contractual relationships
- ❑ Organization's literature
- ❑ Other reading / references / useful material