

# Boards That Work



## Sample Board Orientation Content

*Every board member should have access to important and accurate organizational reference material. For new board members, this can be especially useful to their orientation and organizational education. Organizations may host such documents on a password-protected section of the organizations website or a shared drive to reduce paper volume and so that the most current version of every document is always available.*

*Here is a list of items boards may include:*

- Organization's mission, vision and value statements
- Strategic plan
- Board organizational chart
- Staff organizational chart
- List of board members with contact information
- List of senior staff
- Bylaws and articles of incorporation
- Most recent annual report
- Most recent audited financial statements
- Board policies
- Board officer position description including roles and responsibilities
- Chief Executive Director position description, including limits of authority
- Terms of reference for board committees
- Past approved board minutes
- General brochure or other public-oriented materials about the organization