**What to Include In Your Board Orientation Binder and Agenda**

(Adapted from Joan Garry Consulting: joangarry.com)

Organizational History One Pager: This can be taken directly from the GOTR website. Use inspirational language to remind new board member why they want to be an ambassador for the organization.

• Staff Organizational Chart: Show direct report connections and any board/staff relationships

• Program Highlights for the Year to Date: A brief document that gets new board members excited about accomplishments and new initiatives underway.

• Board Roles and Responsibilities: If you don’t have these, that’s a flag on the field. There are dozens of good resources online for templates.

• List of All Current Board Members: This document should include a brief bio and photo about each board member. This shows extra effort in relationship building.

• Board name tags. Have members return at the end of every meeting for future use.

• List of Board Committees, Charge, and Members of Each: Again, if you don’t already have this take the time to create it now. Identify each committee, its purpose, and the committee moves the work of the organization forward. Review Board Agreement and Board Dashboard. (A Board Dashboard is a document that holds board members accountable to meeting their board expectations and organizational goals. If you don’t have this, it’s something I can help you work to create.)

• List of Upcoming Meetings: Identify all your board meetings and required events in advance. Anything you can do to promote attendance with lots of notice, the less complaining you will do.

• Mark Your Calendars! This is a list of upcoming, but not required events, either programmatic or development related, to give the new folks ample notice to add to the calendar.

• Strategic Plan Summary: What are the strategic imperatives for the year ahead. What will the council focus it’s time and resources on this year?

• Approved Budget for the Calendar Year

• Most Recent Monthly Financials and Guide to Reading the Financials: To help a new board member understand the organization’s actual revenue and expense vs. budget. Have your Treasurer prepare and lead this section of the orientation.

• Most Recent Audited Financial Statement: This provides new board members with an overview of the financial stability of the organization through the eyes of an expert objective third party.

• A Copy of the Organization’s By-Laws

• Board Meeting Minutes – Use the last three meetings to provide relevant context

• Board Meeting Agenda Template– often board orientation precedes the first board meeting so including the agenda template can help board members visualize how board meetings are run.

• Time for questions- begin transparency early on