

Board Binder Check List



The Board Binder can be well organized electronic files or hard copies (or both).

1. Mission, Vision, Core Values
2. GOTRI Strategic Map, IDEA Statement and Imperatives, Mission Advancement Markers
3. Council org chart
4. Current strategic plan
5. Slate of board members (include terms, roles)
6. Board roles and responsibilities of officers and board members
7. Committee structure:
 - a. Chair and committee members
 - b. Descriptions and goals each of committee (each committee should have a set of success metrics connected to the strategic plan)
8. [Board bio book](#) (sample)
9. Sample Board Agreement/Commitment Letter
10. List of upcoming meetings (board meetings and committee meetings)
11. Upcoming events
12. National and Local Sponsors/Important Partners
13. Fund Dev Plan
 - a. Individual Fundraising Plan
14. Financials
 - a. Current budget
 - b. Most recent monthly financials
 - c. Most recent audited financial statement (if applicable)
15. Board Meeting Minutes (prior 3 meetings max or link to folder)
16. Legal/Policies
 - a. Bylaws ([sample](#))
 - b. Council Membership Agreement
 - c. Access to Council Policy Manual
 - d. Access to the Council Employee Handbook
17. PowerPoint presentation shown at orientation

Board Member Signed Copies/File

- [Sample Board Member Agreement and Commitment](#)
- [Confidentiality and Noncompete](#)
- [Background Check](#)