|  |  |  |  |
| --- | --- | --- | --- |
| General Information | Have | Update | Need |
| By laws |  |  |  |
| Board Structure |  |  |  |
| Vision and Mission |  |  |  |
| History of the Organization |  |  |  |
| Strategic Plan – Strategic priorities, goals and objectives |  |  |  |
| Summary of all programs and services |  |  |  |
| List of board members |  |  |  |
|  |  |  |  |
| Roles and Responsibilities | | | |
| Board Member Job Description |  |  |  |
| Committees and their role, job description |  |  |  |
| Expectation of new board members |  |  |  |
| List of annual events board expected to participate in |  |  |  |
|  |  |  |  |
| Policies and Procedures | | | |
| Board policies and procedures |  |  |  |
| Board culture – overview of how the board works |  |  |  |
|  |  |  |  |
| Financial Management | | | |
| Budget Process |  |  |  |
| Copy of current year budget |  |  |  |
| Audit and/or annual report |  |  |  |
| Current financial statement |  |  |  |
|  |  |  |  |
| Other Information | | | |
| Minutes of board meetings (3 to 6 months) |  |  |  |
| Confidentiality, Conflict of Interest to sign |  |  |  |
|  |  |  |  |
| Fundraising | | | |
| Contribution Expected |  |  |  |
| Summary of Fundraising activities |  |  |  |
| Board Role– define expectations and event participation |  |  |  |
|  |  |  |  |