|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |
|  |  |  |  |