

# **Board Member Orientation Materials**

## **The Family Advisor: Trustee Orientation**

In order for a new board member to become thoroughly familiar with the foundation's organization and operation, the following foundation materials should be consulted:

### **A. Board Membership and Calendar**

1. List of board members - names, addresses, affiliations, short biographies
2. Committee Lists - names, addresses (if other than board members)
3. Calendar of board meetings, committee meetings, other meetings or functions attended by board members

### **B. Foundation Background Information**

1. Mission statement
2. History - how the foundation was established, program milestones
3. Grantmaking process descriptions, including board decision-making process
4. Long-range plan
5. A copy of the most recent annual report

### **C. Bylaws and Policies**

1. Articles of Incorporation and bylaws
2. Board policies on:
  - o Attendance at meetings
  - o Committees (establishment, relation to board)
  - o Investment oversight
  - o Reimbursement/compensation of trustees
  - o Conflict of interest
  - o Indemnification/directors & officers liability insurance
  - o Board development opportunities

### **D. Staff**

1. Organizational chart
2. Staff list with titles, short biographies of key staff
3. Job descriptions
4. Personnel policies, including performance appraisal process

### **E. Finance**

1. Budget

2. Most recent audit
3. Financial procedures

**F. Minutes and issues**

1. Most recent board meeting minutes
2. Description of current issues up for discussion