CHECKLIST OF MATERIAL FOR POTENTIAL BOARD MEMBERS

An information package containing materials about the organization provides potential board members with a better understanding of the inner workings and responsibilities of the board of directors.

Material given on (date):

to

Name of prospective board member:

Title:

Organization:

Address:

Phone:

Email:

Included in package:

* Annual report
* Audit and/or financial statements
* Board meeting minutes (past 6 months)
* Board member job descriptions
* Board member names & brief biographies
* Brochure
* Bylaws
* Committee terms of reference
* Ethics Guidelines
* Insurance certificate
* Media coverage (links or copies of articles etc.)
* Newsletter
* Organizational chart
* Program information
* Staff profiles (names, roles & brief biographies of key people with whom the board interacts)