



Heritage Consulting Inc.

Better Board Recruitment

A Dozen Key Documents

Documents to include in any Board member orientation packet

1. Bylaws with all amendments
2. Incorporation papers
3. Board list with home addresses, phone, and email addresses
4. Contact information for the organization's key staff, attorney, accountant, insurance broker, and auditor
5. Minutes from the last six board meetings
6. Executive Committee minutes for the last six months
7. Most recent financial statement
8. Annual report for the last year (if there is one)
9. Current approved work plan
10. Current approved budget
11. Most recent audit (if there is one)
12. Copy of insurance certificate for Officers and Directors insurance
13. Organizational chart with all staff names
14. Newsletters for the last six months
15. Board commitment or agreement form
16. Conflict of interest form (if you ask board members to sign one each year—something I recommend)
17. Membership brochure
18. General interest brochures
19. Business recruitment materials
20. NMSC web site member only area password so they can use the web site member area