



Heritage Consulting Inc.

Better Board Recruitment

A Dozen Key Documents

Outline for a 45-minute board orientation session provided by the Nominating Committee after nomination

1. This is the WHAT the organization does, not HOW
2. Brief explanation of the current Mission and vision of the organization
3. Who is on the staff?
4. What the budget is, major income sources, major activities and events each year
5. Over view of the annual report from last year
6. The committees of the board, which one interests them?
7. Board member expectations, review the board member agreement
8. Meet Board President
9. Meet Executive Director
10. Assign a board member buddy to assist and guide the new board member through the first six months of meetings