

SAMPLE ONLY - not prescriptive for your organization

Board Nominee Orientation Binder Table of Contents



A resource to supplement the materials in the
ECFA Governance Toolbox Series No. 1: Recruiting Board Members
Leveraging the 4 Phases of Board Recruitment
Cultivation ► Recruitment ► Orientation ► Engagement
www.ecfa.org/Content/Governance-Toolbox-Series-1

The Board Bucket Core Competency

“We believe that board members must sense God’s call to serve on the board of directors. We invest time in cultivating, recruiting, orienting and engaging board members in their strategic role as stewards of our organization. The first step in organizational sustainability is to inspire board members to be highly committed and generous partners in ministry.”

Mastering the Management Buckets: 20 Critical Competencies for Leading Your Business or Nonprofit
The BOARD Bucket (Chapter 14 – pages 191-200)

Strategic Balls in the Board Bucket

1. RECRUIT for passion, not position.
2. PRAY before prospecting.
3. DATE before proposing.
4. INSPIRE your prospect to give generously.
5. PROPOSE marriage.
6. CONTINUE dating!
7. LEAVE a legacy.

Sample Table of Contents for Creating Your Board Nominee (or Prospect) Orientation Notebook

- Create a 3-ring Binder with 31 tabs.
- Use this in your briefing with a board prospect BEFORE you propose marriage!
- Be versatile in your communication style with your board prospect, remembering that he or she is one of four “social styles” (see The People Bucket chapter in John Pearson’s book, *Mastering the Management Buckets*):
 - ANALYTICALS (Devour facts and information. What? Only 31 tabs?!!)
 - DRIVERS (Need bullet points and a quick executive summary.)
 - AMIABLES (Value relationships and stories.)
 - EXPRESSIVES (Appreciate a 4-color cover and a Big Vision for the future!)

Board Nominee Orientation Notebook (Table of Contents)

Organization Name: _____

INTRODUCTORY MATERIALS	
1	Introduction from the Chairman of the Board of Directors
2	General Brochures, Publications, (eNewsletter, Website outline, etc.)
3	Historical Snapshot, Honors, Awards, Notable News Clippings
BOARD OF DIRECTORS	
4	Current Board Members (Mini-Bios), Committees and Volunteer Structure
5	Board Member Annual Affirmation Statement (<i>see Toolbox Series No. 2</i>) <ul style="list-style-type: none"> • Future Board Meetings • Letter of Invitation to Serve and Biographical Response Form
6	Nomination and Election Procedures
7	Bylaws, Articles of Incorporation, etc.
8	Board Policies Manual (Book: <i>Good Governance for Nonprofits</i> , Laughlin & Andringa)
9	Conflict of Interest Disclosure Letter
10	Former Board Members & Board Chairs
11	Board Meeting Agenda/Pages (of most recent meeting) – <i>sample</i>
12	Board Issues for Next 3 Years (Transparent list of possible “skeletons in the closet,” etc.)
FINANCE, BUDGET, IRS, ECFA REPORTS	
13	Annual Budget
14	Current Financial Reports
15	Audited Financial Statements
16	ECFA Membership, Profile and Public Statistics
17	IRS Form 990 (<i>Return of Organization Exempt from Income Tax</i>)
STRATEGIC PLAN & METRICS	
18	Strategic Plan, Annual Planning Process & One-page Strategic Plan Summary
19	Annual Satisfaction Surveys (customers, members, clients, givers, guests, etc.)
20	CEO Annual S.M.A.R.T. Goals & Board/CEO Accountability Process (& dashboards)
21	Leading Indicators & Key Statistics (charts, graphs, dashboards, etc.)
22	Answers to “The Five Most Important Questions You Will Ever Ask About Your Organization” (book by Peter Drucker)
23	“Radar Issues” (a one-page list of organizational assumptions about the future)
TEAM MEMBERS	
24	Organizational Chart & Mini-Position Descriptions (and Staff Contact information)
25	CEO Bio, CEO’s Top-5 “Strengths” (StrengthsFinder.com), Sr. Team Member Mini-Bios
26	Confidential Compensation Schedule (CEO and Senior Team)
DEVELOPMENT	
27	Donor Development Program - Snapshot
28	Samples: Direct Mail, Campaign/Project, Brochure Samples
29	Development Program Annual and Three-year Goals
PROGRAMS AND SERVICES	
30	“Menu” of Programs and Services for “Primary Customer” and “Supporting Customers”
31	Other (including List of Organizational Acronyms)

Notes:

**Engage Your Board at Every Meeting
With More Governance Help and Resources!**

Visit ECFA.org to order additional titles in the ECFA Governance Toolbox Series

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