

SECTION 1. - GENERAL ORGANIZATION INFORMATION

- 1.1 Mission Statement
- 1.2 History of the Organization
- 1.3 Vision Statement and Strategic Plan
- 1.4 Contact Information
- 1.5 Organization Fact Sheet:
 - Summary of Programs
 - Summary of Opportunities for Involvement

SECTION 2. - GOVERNANCE INFORMATION

- 2.1 Articles of Incorporation
- 2.2 Bylaws
- 2.3 Strategic Planning Documents
- 2.4 Gift Policies and Procedures
- 2.5 Handbook on Board Membership
- 2.6 Board Committee Structure and Board Organizational Chart
- 2.7 Board Member Fact Sheet: Detailed Info (resume, phone, spouse, address, title, other memberships or affiliations, interest areas, expectations)
- 2.8 Annual Calendar of Meetings
- 2.9 Description of Liability Insurance (if applicable)
- 2.10 Board Minutes
- 2.11 Holding of First Meeting and Minutes Forms
- 2.12 Suggestions for Meeting Management
- 2.13 Orientation and Integration Plan
- 2.14 Board Profile and Board Composition

SECTION 3. - FINANCIALS

- 3.1 Current Financial Statements and Budget

SECTION 4. - ORGANIZATION EXPRESSIONS

- 4.1 Public Relations or Promotional Materials
- 4.2 Important Resource List Pertaining to Importance of Cause (i.e. printed material)