

Items Useful in Board Recruitment Packets

1. An inspiring, story-based 1-2 page overview of the mission and history of the organization, and who it serves/what difference it makes;
2. The most recent annual report or some other summary of the current position of the organization (if it is inspiring and story-based, it can cover all or part of item #1);
3. A one-pager on the organization's budget and funding sources (not a lot of numbers, some key numbers set in a narrative that gives the person a feel for where money comes from and where it goes - might be part of the annual report);
4. The board job description or service agreement;
5. A brief overview of how the board functions (roles, decision-making process) if that is not part of the board job description;
6. A basic overview of the legal roles and responsibilities of nonprofit board members (like the one produced by the Oregon Attorney General's office - or use my summary at www.tasha-harmon.com/resources/tools-for-organizational-development/tools-for-board-development/);
7. A list of all current board members and their backgrounds and positions (could also include quotes from them about why they serve);
8. Basic information (1 page overview, maybe brochures) about any major partners;
9. Brochures or other descriptive materials about the organization and/or its programs (don't go overboard but, if you have some good, attractive, story-based materials like this, you can selectively include them), and/or
10. A recent newsletter.

Many of these items, once created, can also be used for orienting new board members, for recruiting or orienting new staff, for meetings with funders, etc.