



Functional Strategic Planning | Board Governance | Business Planning & Development | Process Facilitation

### Information Checklist for New Board Members

Document Description	Currently Available	Currently available, needs updating	Needs to be created
Mission, vision and values statements			
Job descriptions (Board members, Chair, CEO/ED)			
Board and senior staff contact list			
Committee terms of reference			
Organizational Chart			
Incorporation by-laws			
Director contract, confidentiality, conflict agreement			
Board code of conduct, conflict of interest policy			
Board calendar			
Board meeting agenda and minutes			
Media or public relations policy			
Director travel reimbursement policy			
Director professional development policy			
List of relevant government legislation			
Strategic plan			
Annual report / financial statements			
Shared drive access and procedures			

