

Nonprofit Governance and Management, Third Edition

APPENDIX 15

SAMPLE CONTENTS FOR INFORMATION PACKETS PROVIDED TO PROSPECTIVE DIRECTORS

1. Mission Statement
2. Summary information on history of the organization
3. Latest annual report on Form 990
4. Latest “glossy” annual report given to donors and other constituents, if the organization has one
5. Latest annual audit report
6. List of current directors
7. List of the organization’s expectations for trustees
8. List of board committees
9. Biographical information on executive officer and other senior staff
10. Summary information on programs offered by the organization
11. Major marketing/advertising brochures
12. Meeting dates and dates of major events directors are expect to attend