



Cornell University

Board Orientation Manual

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About your Organization

- Descriptive of the board
- Outline of the various committees
- History about the board
- Timeline of future meetings and events
- Position descriptions for all members of the board

Mission and Purpose

- Board Constitution
- Board By-Laws

Meeting Minutes

- Meeting minutes for past year
- Annual report from previous year

Board Specific Information (can be broken up into multiple sections)

- Financial statements
- Special projects or events board is responsible for
- Committee timelines, goals, objectives for the upcoming year.

Philanthropy

- Information and Goals on your fundraising priorities
- Cornell Annual Fund Information

Miscellaneous

- Volunteer Policy Statement
- Confidentiality Statement
- Frequently used Acronyms

Contact Information

- Board Directory, include contact information and roles
- Directory of staff that supports the board