

Saskatchewan Soccer Board Orientation Manual – Information Sheet

In general, an orientation for the Board of Directors is an investment in individuals recruited and can produce benefits for the group and the organization. Every board member should receive a board orientation manual to serve as a training tool and reference document. A manual should be seen as an orientation resource for new board members and should provide evidence of the board's work for existing board members. A manual can also play a role in helping board members stay organized. New board members will appreciate being brought up to a comfort level where they can confidently join the board and actively participate in discussions and decision-making.

A board orientation manual is a dynamic resource, something always being updated. Due to its dynamic nature, a three ring binder with divider tabs, files housed in the cloud, or files updated to a memory stick are excellent ways to keep information up to date.

The following are a list of items which would provide good education to board members:

- **Overview of the Organization:** This profile should be a one or two-page outline which includes your mission and vision statement, values statements and organizational philosophy, a description of the work the Association does, and to whom the Association is accountable.
 - **Mission & Vision Statements:** The mission statement will help the board to focus their discussions and activities. Many organizations post their mission statement in the boardroom or include it on the agenda. The vision statement paints the picture of the future and is often bigger than the Association itself. It reminds the board of what it is trying to influence and why.
 - **Values & Philosophy of Organization:** Including the values and philosophy of the Association will help board members keep these themes in mind when making decisions.
 - **Overview of Programs and Services:** Providing an overview of programs and services will assist new board members to become familiar with the offerings of the Association, if they are not already, and will also help to deliver clear and consistent messaging from across the Association.
- **Organizational History:** Understanding the history of an organization helps to guide the present and the future.
 - **Historical factsheet:** A factsheet highlighting significant historical events will provide background and an understanding of why the organization was started and how it was developed.
 - **Promotional materials:** Promotional materials will provide helpful insight into the operations of the organization, as well as keep board members current, should they be asked questions.
 - **Recent meeting minutes:** A file of recent meeting minutes will provide reference to ongoing matters of the board.
- **Organization Operations:**
 - **Organizational Bylaws:** The bylaws are the governing documents of the board.

- **Strategic Plan:** The strategic plan provides an understanding of the development of the organization over the recent past and foreseeable future.
 - **Policies and Procedures:** The policies and procedures provide guidance to board, committees and staff and outline how operations occur.
 - **Annual Report:** The previous year's annual report will be of great assistance in providing a clear picture of the previous year's operations.
 - **Annual Calendar:** In addition to providing an annual calendar with important dates to note for the board and Association, an empty chart where a board member could fill in important dates as the term progresses may be useful.
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- **Financial Summary:** This section might include the annual budget, last year's audited statements, latest monthly or quarterly financial statement, a summary of insurance policies, a summary of funding sources, a listing of current investments, notations on who the signing authorities are, any policies related to investments, etc.

 - **Board Information:** This section contains information on the roles and responsibilities of the individual board member and the board as a whole. It should include job descriptions for officers and directors, relevant contact information for board and committee members, a brief summary of simple parliamentary procedures often utilized by the board, information on how to deal with a conflict of interest, board (governance) policies and the evaluation tools of the board.

 - **Committee Information:**
 - List of all committees with members
 - Terms of reference for each committee
 - Reporting and evaluation process

Board Orientation Binder Reference Sheet

1. Overview of Organization:

- Mission & vision of organization
- Values & philosophy of organization
- Overview of programs and services

2. Organizational History:

- Historical factsheet
- Promotional materials
- Recent meeting minutes

3. Organization Operations:

- Organizational bylaws
- Strategic plan
- Policies and Procedures
- Annual report
- Annual calendar

4. Financial Summary:

- Annual budget
- Last year's audited statements
- Latest monthly or quarterly financial statement
- A summary of insurance documents
- A summary of funding sources
- A listing of current investments
- A list of signing authorities

5. Board Information:

- Board and officer job descriptions
- Relevant contact information
- Conflict of interest information
- Board policies
- Evaluation tools

6. Committee Information:

- List of all committees with members
- Terms of reference for each committee
- Reporting and evaluation process