

## Chorus America Online Seminar

### List of Orientation Materials

These materials could include:

- List and profile of the singers
- List of board members and affiliations
- List of board committees
- Board policies and procedures
- List of any advisory, parent, or other affiliated boards
- Bylaws
- Strategic plan and most recent update on implementation
- Three years of audits or Form 990s
- Board minutes for the past year
- List of staff and functions (or volunteers who assume staff functions)
- List of volunteers
- Organization chart
- Employee policies and procedures
- Operations policies and procedures
- Artistic and organizational history
- Current fundraising plan with update on implementation
- Sample grant proposals
- Current marketing/communications plan with update on implementation
- Current marketing/communications materials (brochures, annual reports, etc.)