Welcome to the _____ Board

Hello _____. Thank you for joining. This pack has what you need for your first meeting on _____.

1. Who to call

Role	Name	Phone / email
Chair		
Executive director		
Treasurer		
Secretary		
Your board buddy		

2. Read before your first meeting (about two hours)

- ☐ Mission statement and the current strategic plan (or one-page priorities)
- ☐ Articles of incorporation and bylaws
- ☐ Last 12 months of board minutes
- ☐ Current budget and the latest financial statements
- ☐ Most recent IRS Form 990 (it is a public document)
- ☐ Conflict-of-interest policy — sign the annual disclosure
- ☐ Committee list and charters
- ☐ The board calendar, with state and IRS filing dates
- ☐ D&O insurance summary (who is covered and for what)

3. Your duties in plain words

- **Care:** come prepared, ask questions, read the pack.
- **Loyalty:** put the organization's interest first; disclose conflicts and step out when you have one.
- **Obedience:** keep the organization to its mission, its bylaws and the law.

4. Our state filings (who files and when)

Filing	Due	Who files
IRS Form 990	_____	
State annual report / Form PC / NHCT-12	_____	

5. How our meetings run

We meet _____. The pack goes out _____ days before. Routine items are on a consent agenda — any director can pull one. We record decisions, votes and who owns each action.

6. Your first 90 days

- ☐ Meet the chair and the executive director (30 minutes each)
- ☐ Visit a program or site
- ☐ Join one committee: _____
- ☐ Ask your three hardest questions at or before the second meeting

Welcome aboard.

State notes

- **Maine:** Most Maine charities are public benefit corporations under Title 13-B; conflicts are handled under 13-B § 718.
- **New Hampshire:** Charitable nonprofits need at least 5 unrelated voting directors, and an employee may not chair the board (RSA 292:6-a).
- **Massachusetts:** Directors may rely on reports from officers, counsel, accountants and committees they reasonably believe are reliable — but not when they know something that makes reliance unwarranted (c. 180 § 6C).

Sources

- RSA 292:6-a (charitable nonprofit boards: at least 5 unrelated voting members; no employee as chair) — https://www.gc.nh.gov/rsa/html/XXVII/292/292-6-a.htm
- M.G.L. c. 180, § 6C (directors' good-faith standard of care; reliance) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXII/Chapter180/Section6C
- 13-B M.R.S. § 718 (director or officer conflict of interest) — https://legislature.maine.gov/legis/statutes/13-B/title13-Bsec718.html

Practice template, not legal advice. Your articles, bylaws, policies and the statutes control — check with counsel or the state office before you rely on it.

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