

**Resources**

**Mission, Vision, Values - How do you tell people what you are about?**

* [Writing a Mission Statement](http://clubexcellence.com/sites/default/files/content/docs/doc/mission_statements1.doc)
* [Example Mission & Values of the Club](http://clubexcellence.com/sites/default/files/content/docs/pdf/clubexcellence-clubmissionvaluesexample-e.pdf)
* [Mission & Vision Template](http://clubexcellence.com/sites/default/files/content/docs/pdf/clubexcellence-example-visionandmission-e.pdf)

**Board Composition – What skills do you need?**

* [Example Board Skills Matrix](http://www.corpgov.deloitte.ca/en-ca/Documents/Insights/SampleNFP_BoardSkillsMatrix_052011.xlsx)

**What is the Board Responsible for?**

* [**Board responsibilities**](https://www.cpacanada.ca/en/business-and-accounting-resources/strategy-risk-and-governance/not-for-profit-governance/publications/questions-about-not-for-profit-fiduciary-duty)
* **Good governance for not-for-profit (NFP) organizations:** [**Questions for directors**](Good%20governance%20for%20not-for-profit%20%28NFP%29%20organizations%3A%20Questions%20for%20directors)

**Board Recruitment – What is the process?**

* [Sample Board Selection Process](Board%20Selection%20Process.docx)

**What goes in the recruitment description?**

* [Example Board Member Job Description](http://clubexcellence.com/sites/default/files/content/docs/pdf/clubexcellence-example-boardmemberjobdescription-e.pdf)
* [Board Job Description Template](http://clubexcellence.com/sites/default/files/content/docs/doc/board_job_description_template_-_logo.doc)

**How do we operate effectively as a Board?**

* [Sample Board Mandate](SAMPLE%20Board%20Mandate%20Drafts.docx)
* [Sample Board Workplan Template](SAMPLE%20Board%20workplan.xlsx)

**Terms of Reference**

* [Terms of Reference Template](http://clubexcellence.com/sites/default/files/content/docs/docx/terms_of_reference_template.docx)
* [Sample Terms of Reference – Audit Committee](Audit%20Finance%20Committee%20TOR%20SAMPLE.doc)

**What do good Minutes and Motions look like?**

* [Template – Meeting Agenda & Minutes](http://clubexcellence.com/example-meeting-agenda-and-minutes-template)
* [Sample Board Agenda](http://sectorsource.ca/resource/file/sample-board-agenda)
* [A Guide to Great Board Minutes](http://www.governinggood.ca/wp-content/uploads/2013/07/A-Guide-To-Great-Board-Minutes.pdf)
* [How to Write a Motion for a Board Meeting](http://www.boardeffect.com/blog/how-to-write-a-motion-for-a-board-meeting/)

**What policies should you have in place?**

* [Templates and Example Policies](http://clubexcellence.com/standard-21-governance-documents)

**Feedback/Evaluation - When and how to provide feedback?**

* [Sample Board Self-Evaluation Questionnaire](http://www.tctontario.ca/user_files/File/BoardSelf-EvaluationQuestionnaire.pdf)
* [Coach Performance Evaluation Template](http://clubexcellence.com/sites/default/files/content/docs/pdf/clubexcellence-example-coachperformanceevaluation-e.pdf)

**Succession Planning - How do you develop a successful Board Succession Plan?**

* [Webinar - Succession Planning](http://sirc.ca/webinar/succession-planning)
* [Sample Emergency Succession Planning Template](http://www.ifound.org/docs/files/NSP_Emergency_Succession_Plan_Template.pdf)

[Club Excellence](http://clubexcellence.com/)