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Advisory Board Toolkit

For Fiscally Sponsored Projects

Dear Project Director,

One of the most impactful steps you can take for your project is building a strong advisory board. An engaged group of advisors brings strategic thinking, connections, and credibility that accelerate your mission in ways that are hard to replicate on your own.

To make that process easier, we've put together this Advisory Board Toolkit. Inside you'll find:

- A one-pager on why advisory boards matter, who to recruit, and how to get started
- A Memorandum of Understanding (MOU) template for each advisor to review and sign
- A sample first meeting agenda to help you hit the ground running
- Copies of Moore Impact's Conflict of Interest and Whistleblower policies, which apply to all advisory board members
- An FAQ sheet answering the most common questions about advisory boards for fiscally sponsored projects

As your fiscal sponsor, Moore Impact retains all legal, financial, and governing authority over your project's activities. Your advisory board serves a different and complementary function: providing strategic guidance, helping secure resources, and serving as ambassadors for your work. This toolkit is designed to help you build that team thoughtfully and set it up for success.

We encourage every project to establish an advisory board. If you have questions as you get started, don't hesitate to reach out to the Fiscal Sponsorship team.

Warm regards,

Moore Impact, Inc.

Contents of This Toolkit

1. **One-pager: "Why and How to Build Your Advisory Board"**, recruitment guidance, composition tips, and the case for having a board (drafted below).
2. [The MOU](#), template for each advisor to sign after project fills in specifics
3. [Conflict of Interest Policy](#) (linked)
4. [Whistleblower Policy](#) (linked)
5. **Sample Advisory Board Meeting Agenda**, gives project directors a plug-and-play template for their first meeting.
6. **FAQ Sheet**