SAMPLE FILE STORAGE STRUCTURE

1. **Executive**
    a. Board of Directors
        i. Board YYYY
        ii. Board YYYY
            1. MM-YYYY Meeting
            2. Onboarding
            3. Orientation
    b. Strategic Plan

2. **Operations**
    a. Accounting
        i. 990 – Tax Returns
        ii. Sales Tax Exemption Certificate
    b. Administrative Services
        i. Contracts & Agreements
        ii. Corporate Documents
            1. Articles of Incorporation
            2. Bylaws
        iii. Insurance Coverage
    c. Budgets
    d. Common Items (Logo-Letterhead-etc.)
    e. Metrics

3. **Committees**
    a. Ad Hoc Committees
    b. Advocacy Committee
    c. Board Development Committee
    d. HR & Policy Committee
    e. Communications Committee
    f. Membership Committee
    g. Programming & Professional Development Committee