Board Manual

It is a good idea to provide board members with a manual that they can use throughout their term(s). New board members will use the contents of the board manual to become acquainted with the organization and its operations. Existing board members can use the manual as a centralized resource tool. If the manual is in the form of a three ring binder, important handouts can be easily inserted or updated while brochures, stationary, and pamphlets can be placed in the pockets.

SUGGESTED BOARD MANUAL CONTENTS

ORGANIZATIONAL INFORMATION

* History of the organization
* Mission statement
* Organization fact sheet including a summary of programs and services
* Organizational chart
* Articles of Incorporation
* Bylaws
* Strategic plan
* Budget
* Organizational policies
* Staff roster
* Biography of executive director and/or key staff
* List of major donors
* Calendar of events
* Annual report
* Press releases
* Key press coverage
* Promotional materials

BOARD INFORMATION

* Board of directors job description
* Board of directors roster with contact information
* Committee job descriptions
* List of committee members
* Schedule of board and committee meetings
* Description of organization insurance policies
* Board and committee meeting minutes
* Conflict of interest disclosure form
* Prospective board member referral form

FINANCIAL INFORMATION

* Most recent audit report
* Current financial statements
* Donors