



BOARD MANUAL: TYPICAL CONTENTS

BOARD ROSTER – Including direct contact information, area of expertise, gender & ethnicity if required by donors or other regulating body

MISSION – VISION – VALUES STATEMENTS

BOARD RESPONSIBILITIES – Explanation of Board's fiduciary duties of care, loyalty and obedience as well as overview of general responsibilities

JOB DESCRIPTIONS - There are usually separate ones for (a) board member (b) each officer (c) committee chairs and/or committee member.

BYLAWS – You may also include a copy of the Articles of Incorporation, particularly to show the primary purposes under which the organization legally functions.

BOARD POLICIES & PROCEDURES –Include any policies not listed in bylaws and/or more specific operations concerning Board performance. Such areas as attendance, termination, endorsements, ethical conduct, expenses, travel, who can speak for board/organization, evaluation of chief executive and how Board oversees and carries out its legal & financial responsibilities are often covered.

COMMITTEE DESCRIPTIONS & ASSIGNMENTS

CURRENT AUDIT REPORT & MANAGEMENT LETTER (If applicable)

CURRENT BUDGET

ORGANIZATION'S STRATEGIC PLAN

ANNUAL REPORT – Does not have to be elaborate, but an indication that Board is kept apprised of the status of all programs and operations

BOARD MINUTES OF PREVIOUS YEAR

ORGANIZATIONAL CHART & STAFF LIST

BRIEF HISTORY OF ORGANIZATION – May also include relevant facts and figures

PROGRAM DESCRIPTIONS

RELEVANT ARTICLES – Recent newsletters are often appreciated

RELEVANT FORMS – i.e. new board member referral, conflict-of –interest, other