

Sample Board Manual

Each Board member should receive a manual that includes basic information about the organization and the role and activities of the Board, to assist them in fulfilling their responsibilities. Here is a list of materials to include:

A. GOVERNANCE-FOCUSED MATERIALS

1. Articles of Incorporation
2. Bylaws
3. Board roster (names, addresses, etc.)
4. Committee job descriptions and rosters
5. Board meeting schedule for the year
6. Strategic Plan
7. Board members agreement (signed contract outlining responsibilities for the year)

B. ORGANIZATION-FOCUSED MATERIALS

1. Mission and Vision of the organization
2. Current year work plan
3. Organizational chart (of board, staff, and adjunct parts of the organization)
4. Description of the roles of all staff members/bios and photos
5. Financial reports (budget, operating reports, most recent year balance sheet)
6. Program information (calendar of activities)
7. Evaluation information
8. Various other plans (e.g. fund-raising) and policy statements

C. BACKGROUND MATERIALS

Year's worth of board meeting minutes