

Suggested Contents for Board of Directors Handbook

A. The board

1. Board member listing
2. Board member bios
3. Board member terms
4. Board statement of responsibilities
5. Board member responsibilities
6. Committee and task force job descriptions

B. Historical references for the organization

1. Brief written history and/or fact sheet
2. Articles of Incorporation
3. IRS determination letter
4. Listing of past board members

C. Bylaws

D. Strategic framework

1. Mission and vision statement
2. Strategic framework or plan
3. Current annual operating plan

E. Minutes from some recent board meetings

F. Finance

1. Prior year annual report
2. Prior year audit report
3. Chart of financial growth (sales, membership, programs, etc. – for the past 5 to 10 years)
4. Current annual budget
5. Form 990
6. Banking resolutions
7. Investment policy

G. Policies pertaining to the board

1. Policy on potential conflicts of interest
2. Insurance policy coverage
3. Legal liability policy
4. Travel/meeting expense reimbursements
5. Accreditation documents (if applicable)
6. Others

H. Staff

1. Staff listing
2. Organization/team chart

I. Resource development

1. Case statement
2. Current funder list
3. Sample grant proposal
4. Sponsorship policy

J. Information

1. Annual calendar
2. Programs list
3. Current brochures(s)
4. Website information

K. Procedures to update board handbook