

Board Manual Table of Contents -- Example

Disclaimer: This example is not intended as legal advice. Your organizational goals, purpose, values, and bylaws should drive the creation of this document.

There is not a one-size-fits-all manual for every organization. The following is often a “minimum” or starting point for the kind of information that board members need access to for their decision making.

Board Manual: _____ *(insert organization)* **Updated:** _____

THE ORGANIZATION..... Page XX

- ☐ Core purpose and Core Values
- ☐ List of core services
- ☐ Current strategic plan
- ☐ Current annual plan
- ☐ Other plans relevant to board service
- ☐ Members of the staff
- ☐ Organization chart

THE BOARD OF DIRECTORS..... Page XX

- ☐ Members of the board and their terms
- ☐ Board job description
- ☐ Roles and responsibilities of officers
- ☐ Board committee list and descriptions (standing/ad hoc)
- ☐ Annual schedule of board meetings
- ☐ Minutes of meetings

BOARD ORIENTATION Page XX

- ☐ Group agreements for meetings, decisions, and board boundaries
- ☐ Overview board roles and responsibilities - expectations of service including time and money contributions
- ☐ Mission Moment stories or milestones in the organization's history
- ☐ Travel or expense reimbursement process (as applicable)
- ☐ Board mentor information (as applicable)
- ☐ High-level board succession plan

FINANCIALS Page XX

- ☐ Current budget
- ☐ Current financial statements
- ☐ Current audit
- ☐ Current 990

LEGAL BACKGROUND Page XX

- ☐ Articles of Incorporation
- ☐ By-laws

POLICIES PERTAINING TO THE BOARD *(examples could include the following)* Page XX

- ☐ Board attendance expectations
- ☐ Travel policy
- ☐ Investment policy
- ☐ Political activities
- ☐ Procedures to update board manual

CODE OF ETHICS Page XX

- ☐ Board member compensation philosophy/policy *(This is usually about why it does not happen.)*
- ☐ Conflict-of-interest policy and process *(This is both overarching definitions and specific ways that it can apply to the group.)*
- ☐ Confidentiality statement *(Sometimes this is a signed form and lives in a separate space.)*
- ☐ Gifts and gratuities policy *(This usually describes limits or protocol.)*

OTHER INFORMATION Page XX

- ☐ Calendar of mission-based events
- ☐ List of recommended readings and websites for board improvement