

Board Manual Contents

Here is a non-exhaustive list of things we would recommend to include in a Board Manual:

- mission/vision/values of the organization
- strategic plan
- history and context of the organization
- copy of D & O Liability Insurance
- summary of programs and services
- organizational structure
- board members' roles
- committee structure and terms of reference for committees
- board policies (code of conduct, conflict of interest, succession planning, etc.)
- bylaws
- board development process
- executive director development and review process
- current and previous year(s) financial statements
- current budget and description of budget process
- list of current board members
- calendar of events (board meetings, special meetings, special events, etc.)
- annual report