

## 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### **B. Historical references for the organization**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**