

Board Manual Content

General Board Information

- ✓ Board Contact Sheet/Board Term Limits
- ✓ Board Profile Matrix
- ✓ Board Member Job Description
- ✓ Board Member Agreement
- ✓ Board Member Application
- ✓ Board Officer Descriptions
- ✓ Board/Staff Responsibilities
- ✓ Board Committees
 - a. Board Governance & Nominating Committee Description
 - b. Board Finance Committee
 - c. Board Membership Committee
 - d. Board Marketing and Fund Development Committee

Legal/Historical Documents

- ✓ Articles of Incorporation
- ✓ Secretary of State Filing
- ✓ 501c(3) IRS Tax Exempt Letter
- ✓ Bylaws

Organizational Planning Documents

- ✓ Mission/Vision Statement
- ✓ Strategic Action Plan
- ✓ Case Needs Statement and Theory of Success
- ✓ Executive Summary/Survey

Board Policies

- ✓ Conflict of Interest Policy
- ✓ Conflict of Interest Disclosure Form
- ✓ D&O and General Liability Insurance Policy

Finances

- ✓ Yearly Budget
- ✓ Financial Statements and Reports
- ✓ 990 Filings
- ✓ Audits

My Plan

- ✓ Working Committee Documents

Board Meeting Info

- ✓ Calendar
- ✓ Agenda
- ✓ Minutes
- ✓ Executive Directors Reports

Misc Information

- ✓ Promotional Materials