

Board Manual – Sample Table of Contents

1. Mission statement
2. Articles of incorporation (not usually included but a good idea to do so; the state does not allow organizations to operate outside the boundaries of their articles)
3. Board Bylaws
4. Board policies (these should be only the policies that deal with board business and overall agency policy, as distinguished from staff policies; if the two kinds of policies are co-mingled, include only the policies regarding indemnification, directors' and officers' liability, attendance, chief executive evaluation process, reimbursement for expenses, etc - core board business)
5. Job descriptions for officers and members
6. List of Committees, their current members (if applicable), and their duties
7. Calendar of board and committee meetings, plus any other functions members are expected to attend
8. Short history of the organization
9. Description of programs and statistics about outcomes and about people served
10. Most recent annual report
11. Organizational chart
12. Staff list with job titles plus short biographies and job descriptions of leadership staff
13. Agency budget and most recent year-to-date info
14. List of investments and any investment policy
15. Most recent audit
16. Annual fundraising plan
17. Strategic plan and any current year operating plan