



Sample Board Manual Contents Checklist

A thorough board manual should include the following materials:

The Board

- Board members' listing and bios
- Board members' terms
- Board statement of responsibilities
- Committee and task force job and descriptions
- Listing of past board members

Historical references of the organization

- Brief written history and/or fact sheet
- Articles of Incorporation
- Bylaws
- IRS determination letter

Strategic framework

- Mission and vision statements
- Strategic framework or plan

Fundraising

- Case statement
- Description of fundraising events/opportunities
- List of donors and donor prospect

Minutes from some recent board meetings

Policies pertaining to the board

- Policy on conflicts of interest
- Insurance policy coverage

Finance and fundraising

- Current annual budget
- Most recent financial statements
- Form 990 and most recent audit report
- Fiscal policies

Staff and bios

Other information

- Annual calendar
- Website
- Promotional material (brochures, postcards, advertisements, etc.)