

Board Manual (Outline of Key Contents)

Purpose: To serve as a comprehensive reference guide for new and existing board members, detailing the organization's governance, structure, policies, and operational information. This is an outline of what to include; you will need to gather or create these documents.

[Your Nonprofit's Name] - Board of Directors Manual

Table of Contents (Suggested)

Section 1: Welcome & Introduction

- Welcome Letter from the Board Chair and/or Executive Director
- Overview of the Board Manual and How to Use It

Section 2: About [Your Nonprofit's Name]

- Mission Statement
- Vision Statement
- Core Values
- Brief History of the Organization
- Overview of Programs, Services, and Impact
- Organizational Chart (including board, staff, key volunteer roles)
- Contact Information for Key Staff/Board Leaders

Section 3: Board Governance & Structure

- Articles of Incorporation (or link to where it can be found)
- Bylaws of [Your Nonprofit's Name]
- Board Member Roster (Names, contact info (with consent), term start/end dates, committee assignments)
- Brief Bios of Current Board Members
- Board Officer Roles and Responsibilities (Chair, Vice-Chair, Secretary, Treasurer)
- Board Committee Structure:
 - List of Standing Committees (e.g., Executive, Finance, Governance, Fundraising, Program)
 - Charters/Terms of Reference for each Committee
 - Committee Member Lists
- Board Meeting Schedule for the Year
- Overview of Board Meeting Procedures (e.g., agenda setting, minutes approval, voting)

Section 4: Board Member Roles, Responsibilities & Expectations

- General Legal Duties of Board Members (Care, Loyalty, Obedience)
- Board Member Agreement/Letter of Expectation (copy of signed agreement)

- Conflict of Interest Policy (full policy)
 - Signed Conflict of Interest Disclosure Forms (kept securely, reference that they are on file)
- Confidentiality Policy / Non-Disclosure Agreement (if applicable)
- Whistleblower Policy
- Code of Ethics/Conduct for Board Members
- Expectations for Meeting Attendance, Preparation, and Participation
- Fundraising Expectations and Policies
- Role in Strategic Planning
- Role as Ambassadors for the Organization

Section 5: Organizational Policies & Procedures (Key Policies Relevant to Board Oversight)

- Financial Policies & Procedures (e.g., budgeting, expense reimbursement, investment policy)
- Human Resources Policies (summary or key policies if staff exist, e.g., ED performance review)
- Program Evaluation Overview
- Risk Management Policy/Overview
- Communications/Media Policy
- Record Retention Policy

Section 6: Organizational Information & Resources

- Current Strategic Plan (or Executive Summary)
- Current Annual Budget (approved)
- Most Recent Audited Financial Statements (or financial review)
- Most Recent Annual Report
- Key Funder Information (if appropriate and not confidential)
- Branding Guidelines (Logos, messaging – if applicable)
- Access to Shared Document Platforms (e.g., Google Drive, Dropbox, Board Portal login info)

Section 7: Board Development & Evaluation

- Board Orientation Process for New Members
- Opportunities for Ongoing Board Training and Development
- Board Self-Assessment Process and Tools (if applicable)

Appendices (As Needed)

- Glossary of Terms
- Other Relevant Documents

Maintenance: *This manual should be reviewed and updated annually by the [e.g., Governance Committee or Executive Director] to ensure it remains current and accurate.*