



## **Board Membership Manual**

A useful and important tool for nonprofit organizations is the board manual (or handbook). New board members should receive a manual on their first "official" day of service.

An ideal format for a board manual is a three-ring binder. This format allows for an organization's growth and change.

Here is a typical list of items to consider including in your board manual:

- Mission, values and vision statements
- Organizational fact sheet
- Bylaws and articles of incorporation
- Organizational flow chart
- Strategic plan
- Board plan of work for the year
- Most recent budget, audit, and financial report
- Most recent annual report
- Minutes from last year
- Investment and endowment information (if applicable)
- List of major donors
- Sample elevator speech
- Organization's policies
- Copies of organization's brochures and newsletters
- Description of programs and services
- List of board and staff members with contact information
- Bios of board members and executive director
- Short paragraph describing board culture
- Minutes of last six board meetings
- List of committees with charges
- Sample of recent solicitation letters
- Executive director's job description
- Board member agreement form
- Code of ethics, conflict of interest and whistle blower policies

