

Checklist: Board Manual Materials

General Materials	Agency Info
☐ Welcome letter from the Board President and/or Executive Director	□ Org chart
Calendar of board meetings, major	□ Resume and bio of ED/CEO & key staff
events, important fiscal/compliance deadlines, etc.	☐ Recent annual reports & newsletters
	☐ Brochures & fact sheets
Board Service	☐ Description of services, programs & clients served
☐ Board member & officer job descriptions	
☐ Board member contract	Legal & Compliance
☐ Committee descriptions & responsibilities	□ Articles of Incorporation
List of current board members including contact info, affiliations, board office, committee & terms	□ IRS Tax ID (updated annually)
	☐ Solicitation License (updated annually)
☐ Minutes from board meetings & committee meetings	 Certificate of liability insurance (updated annually)
☐ Resources on governance & board service	Descriptions or copies of any significant contracts or cooperative working
Strategic Plan	agreements (MOAs, MOUs, etc.)
Any documents related to the organization's strategic plan	 Descriptions of major grants/donations and related key tasks, deadlines, etc.
Any documents related to an ongoing initiative such as a capital campaign	Bylaws & Policies
	☐ Bylaws & all board-approved policies
Fundraising	Conflict disclosure form, Confidentiality agreement, etc.
General fundraising expectations for the	agreement etc.
board (including give or get policy)	 Other board-approved items such as a succession plan, resolutions,
Descriptions of major events including expectations for board members	emergency/safety protocols, etc.
☐ Fundraising resources	Finance
Mission	Organization's annual budget
	☐ Audited financial statements (past 3 yrs)
☐ Basic info on the history of the sector	☐ IRS Form 990s (past 3 yrs)
Resources relevant to the mission and the organization's work	☐ Most recent IRS quarterly tax report

Sample Board Manual Va Dcjs

Mike Jess

Sample Board Manual Va Dcjs:

Whispering the Techniques of Language: An Emotional Quest through Sample Board Manual Va Dcjs

In a digitally-driven earth where screens reign great and quick transmission drowns out the subtleties of language, the profound secrets and emotional subtleties hidden within words usually get unheard. However, located within the pages of **Sample Board Manual Va Dcjs** a fascinating literary treasure sporting with raw thoughts, lies an exceptional journey waiting to be undertaken. Composed by an experienced wordsmith, that enchanting opus encourages readers on an introspective journey, softly unraveling the veiled truths and profound impact resonating within the fabric of each and every word. Within the mental depths of the poignant evaluation, we can embark upon a honest exploration of the book is primary subjects, dissect their captivating publishing fashion, and yield to the strong resonance it evokes serious within the recesses of readers hearts.

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