

Checklist: Board Manual Materials

General Materials

- ☐ Welcome letter from the Board President and/or Executive Director
- ☐ Calendar of board meetings, major events, important fiscal/compliance deadlines, etc.

Board Service

- ☐ Board member & officer job descriptions
- ☐ Board member contract
- ☐ Committee descriptions & responsibilities
- ☐ List of current board members including contact info, affiliations, board office, committee & terms
- ☐ Minutes from board meetings & committee meetings
- ☐ Resources on governance & board service

Strategic Plan

- ☐ Any documents related to the organization's strategic plan
- ☐ Any documents related to an ongoing initiative such as a capital campaign

Fundraising

- ☐ General fundraising expectations for the board (including give or get policy)
- ☐ Descriptions of major events including expectations for board members
- ☐ Fundraising resources

Mission

- ☐ Basic info on the history of the sector
- ☐ Resources relevant to the mission and the organization's work

Agency Info

- ☐ Org chart
- ☐ Resume and bio of ED/CEO & key staff
- ☐ Recent annual reports & newsletters
- ☐ Brochures & fact sheets
- ☐ Description of services, programs & clients served

Legal & Compliance

- ☐ Articles of Incorporation
- ☐ IRS Tax ID (updated annually)
- ☐ Solicitation License (updated annually)
- ☐ Certificate of liability insurance (updated annually)
- ☐ Descriptions or copies of any significant contracts or cooperative working agreements (MOAs, MOUs, etc.)
- ☐ Descriptions of major grants/donations and related key tasks, deadlines, etc.

Bylaws & Policies

- ☐ Bylaws & all board-approved policies
- ☐ Conflict disclosure form, Confidentiality agreement, etc.
- ☐ Other board-approved items such as a succession plan, resolutions, emergency/safety protocols, etc.

Finance

- ☐ Organization's annual budget
- ☐ Audited financial statements (past 3 yrs)
- ☐ IRS Form 990s (past 3 yrs)
- ☐ Most recent IRS quarterly tax report

Sample Board Manual Va Dcjs

L Cohen



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