

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

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The Virginia Register of Regulations ,2001 Virginia Administrative Law Appendix ,2016 House and Senate Documents of the ... Session Virginia. General Assembly,1992 Volumes for some years include documents for extra or special sessions **House and Senate Documents** Virginia. General Assembly,1992 **Selected Water Resources Abstracts** ,1973 1989 Commission on Prison and Jail Overcrowding Virginia. Governor's Commission on Prison and Jail Overcrowding,1990 **Engineering News-record** ,1936

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