

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

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Sample Board Manual Va Dcjs:

Decoding **Sample Board Manual Va Dcjs**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Board Manual Va Dcjs**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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