

# 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

**Shasha Hu**



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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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## **Table of Contents Sample Board Manual Va Dcjs**

1. Understanding the eBook Sample Board Manual Va Dcjs
  - The Rise of Digital Reading Sample Board Manual Va Dcjs
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Board Manual Va Dcjs
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Board Manual Va Dcjs
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Board Manual Va Dcjs

- Personalized Recommendations
- Sample Board Manual Va Dcjs User Reviews and Ratings
- Sample Board Manual Va Dcjs and Bestseller Lists
- 5. Accessing Sample Board Manual Va Dcjs Free and Paid eBooks
  - Sample Board Manual Va Dcjs Public Domain eBooks
  - Sample Board Manual Va Dcjs eBook Subscription Services
  - Sample Board Manual Va Dcjs Budget-Friendly Options
- 6. Navigating Sample Board Manual Va Dcjs eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Board Manual Va Dcjs Compatibility with Devices
  - Sample Board Manual Va Dcjs Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Board Manual Va Dcjs
  - Highlighting and Note-Taking Sample Board Manual Va Dcjs
  - Interactive Elements Sample Board Manual Va Dcjs
- 8. Staying Engaged with Sample Board Manual Va Dcjs
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Board Manual Va Dcjs
- 9. Balancing eBooks and Physical Books Sample Board Manual Va Dcjs
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Board Manual Va Dcjs
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Board Manual Va Dcjs
  - Setting Reading Goals Sample Board Manual Va Dcjs
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Board Manual Va Dcjs

- Fact-Checking eBook Content of Sample Board Manual Va Dcjs
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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