

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

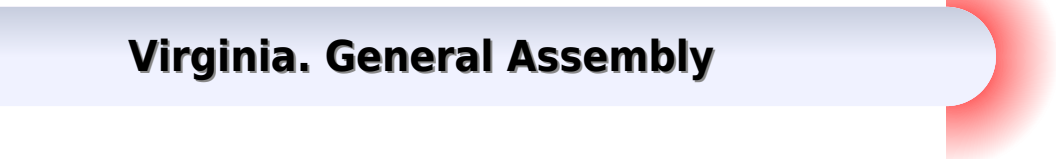
- ☐ Bylaws & all board-approved policies
- ☐ Conflict disclosure form, Confidentiality agreement, etc.
- ☐ Other board-approved items such as a succession plan, resolutions, emergency/safety protocols, etc.

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

Virginia. General Assembly



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The Virginia Register of Regulations ,2001 **Virginia Administrative Law Appendix** ,2016 **Selected Water Resources Abstracts** ,1973 **House and Senate Documents of the ... Session** Virginia. General Assembly,1992
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Sample Board Manual Va Dcjs Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Board Manual Va Dcjs**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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