

Board Handbook contents

Suggestions for use

A well prepared Board manual is an essential part of the orientation process. This should provide the candidate all of the documentary material needed for an introduction to the organization and the board.

Contents

Organizational overview

- History of the organization
- Mission statement
- Strategic plan
- New developments

Staff

- Organizational chart
- Bios and contact information for senior staff

Programs

- Program overview
- Program statistics
 - Client numbers
 - Demographic statistics
 - Trends
 - Outcome data
- Brochures and flyers
- Program events calendar
- Grant application examples

Finance

- Most recent annual financial report and audit
- Current budget
- Most recent budget to actual report
- Most recent IRS Form 990
- Current funders

Policies

- Internal financial control policies
- Investment policies
- Personnel policies
- Program policies
- Conflict of Interest
- Document Retention
- Whistle Blower

Board organization

- Officers and Directors with bios and contact information
- Committees, chairs and members
- Committee and Task Force job descriptions

Board activity

- Calendar of Board meetings
- 2 years board minutes

Events and marketing

- Annual Report
- Gala invitation
- Newsletter
- Press clippings

Organizational documents

- Certificate of Incorporation
- By-laws
- Board responsibilities
- Board member responsibilities
- Directors and Officers Liability Insurance policy

Orientation Procedures

Suggestions for use

When you have identified the right candidates, and have communicated your decision to them, you want to maximize both the value they will provide the organization and their sense of connection to the organization and the board.

The following orientation steps have proved valuable in achieving these goals, as you are “on-boarding” a new board member:

- A “Board Buddy” is assigned to each new member for their first year, to guide them through the formal and informal workings of the board.
- Meeting with senior staff to review programs.
- Program visit Board member and / or the Executive Director.
- Meeting with Board Leaders and Executive Director to review Board Manual, board responsibilities, board procedures and current challenges and opportunities.
- Meeting with Board Chair to discuss committee and individual assignments.
- After six months, new Board Member meets with one member of the Board Development Committee to discuss problems, issues, etc.
- Opportunities to participate in board training.