

SAMPLE BOARD MANUAL CONTENTS

1. **Organization Mission Statement**
2. **List of Board Members** – Names, addresses, short biographies
3. **Board Member Job Description**
4. **By-laws**
5. **Organizational Chart**
6. **Committee List** with assignments of all board and staff members
7. **Strategic Plan**, including Goals, Objectives and Committee Work Plans
8. **Operating Policies** of the Board
9. **Confidentiality Statement**
10. **Short History** of the Organization
11. **Minutes** for the last year
12. **Staff Job Descriptions**, presented in brief outline form
13. **List of Programs**, with descriptive data
14. **Budget**
15. **Audited Financial Statements** for the previous year
14. **Sources of Funding**
15. **Friends of the Organization**, including Advisory Council, Ex-Officio Members, Key Volunteers
16. **Glossary of Terms**