

BOARD MANUAL CHECKLIST

Board Items:

- Calendar of Meetings & Events*
- Board Contract: Job Description & Expectations of Board member*
- Board Committee Job Descriptions & Objectives
- Latest minutes
- Quick guide to Robert's Rules or whatever procedures your board operates by*

People:

- Board Contact List* with board assignments (e.g. officers, committees)
- Board Bios (brief)
- Organization Chart with emails and phone*
- Staff bios

Legal:

- Bylaws
- Articles of Incorporation
- Conflict of interest policy

Background:

- Mission & values statements
- Brief history + program overview
- "At a Glance" Fact Sheet

Strategic and Operational Plans

- Board work plan
- Executive Director Job Plan
- Strategic Plan
- Annual Business Plan

Financials

- Most recent budget
- Most recent financial report & pie chart overview
- Most recent audit and/or Form 990
- Latest dashboard report

Board Approved Policies

- List of all board approved policies
- Investment and endowment policies

*These items could also be included in a Traveling or Pocket Board manual.