

Sample Board of Directors' Binder Contents

1. Bylaws
2. Articles of Incorporation
3. Personnel Policy
4. Staff List
5. Board of Directors List & Committees' List
6. 3-year Strategic Plan
7. Annual Plan
8. Annual Budget & Fundraising Plan
9. List of organizational donors or major donors (if feasible)
10. Board Roles and Responsibilities (or copy of their Board contracts, etc.)
11. Minutes from the previous year's board meetings
12. Recent news clips
13. Board of Directors' Policies (e.g. conflict of interest, accepting corporate funds, etc.)
14. If available, any "white papers" describing past Board positions on particular issues

Board manual contents checklist

A thorough board manual can include the following materials. (Remember to keep each item as concise as possible.)

The board

- Board members' listing and bios
- Board members' terms
- Board statement of responsibilities
- Committee and task force job and descriptions

Historical references of the organization

- Brief written history and/or fact sheet
- Articles of Incorporation
- Bylaws
- IRS determination letter
- Listing of past board members

Strategic framework

- Mission and vision statement
- Strategic framework or plan
- Current annual operating plan

Minutes from some recent board meetings

Policies pertaining to the board

- Policy on potential conflicts of interest
- Insurance policy coverage
- Travel/meeting expense reimbursements

Finance and fundraising

- Prior-year annual report
- Most recent audit report
- Current annual budget
- Form 990
- Banking resolutions
- Investment policy
- Current funder list

Staff

- Staff listing
- Organization/team chart

Other information

- Annual calendar
- Web site information
- Promotional material (membership brochure, information brochure, advertisements, etc.)