

## SAMPLE TABLE OF CONTENTS FOR BOARD POLICY MANUAL

Contents of board policies manuals may differ somewhat among different organizations, depending on the needs and nature of the organization. Regardless of the content, manuals should be provided to each Board member. This manual greatly helps to orient and train new Board members, and ensure efficient organization and access to these materials. The following items are certainly not required for all manuals, but provide handy reference for consideration by each organization about what to include in their manuals.

### **LEGAL DESCRIPTIONS**

#### **Charter Documents**

Articles of Incorporation (if applicable)  
IRS letter granting 501(c)(3) status (*nonprofit-specific*)  
(other exemptions from taxes) (*nonprofit-specific*)  
Licenses and Permits

### **STRATEGIC PLAN**

#### **Strategic Plan Document**

Mission, Vision and Values Statements  
Goals and Strategies  
Action Planning (objectives, responsibilities, timelines, etc.)  
Status Reports  
Health Care Planning

### **BOARD ORGANIZATION/OPERATIONS**

#### **Bylaws and Policies**

Board Bylaws  
Resolutions  
Code of Ethics and Code of Conduct (including conflict-of-interest policy)  
Board Meeting Attendance Policy  
Guidelines for Recruiting, Orienting, Informing and Removing Members  
Guidelines for Evaluating Board  
Guidelines for Evaluation Chief Executive Officer

#### **Board Organization and Membership**

Organization Chart of Board  
Roles and Responsibilities of Board  
Job Descriptions of Board Officers and Other Members  
Board Committees and Charters  
List of Board Members (their organizations, contact information, etc.)  
Board Member Biographies

#### **Board Operations**

Board Calendar  
Work Plans ("to-do" list for each Board Committee)  
Board Meeting Agendas and Minutes  
Committee Meeting Agendas and Minutes  
Reports from Chief Executive

### **PROGRAMS/PRODUCTS AND MARKETING**

## **Description of Programs, Products and Services**

Descriptions

Service Objectives (*nonprofit-specific*)

Income Objectives

Evaluation Results

## **Marketing and Promotions**

Marketing and Promotions Plan

Market Analyses

Positioning Statement

Brochures, articles, etc.

## **FINANCE/FUNDRAISING** (*fundraising is nonprofit-specific*)

### **Financial Management**

Fiscal Policies

Internal Control Policies (bookkeeping controls)

Collections for Accounts Past Due

Tracking In-Kind Donations (*nonprofit-specific*)

Tracking Volunteer Hours (*nonprofit-specific*)

Travel Reimbursements

Other Reimbursements

### **Financial Records/Data**

Yearly Budget

Budget Narrative

Cash Flow Reports

Program Budgets

Financial Statements

Financial Analysis

Audit Reports

### **Fundraising** (*nonprofit-specific*)

Fundraising Plan

Lists of Sources

Lists of Donors

Fundraising Reports

## **COMMUNITY/PUBLIC RELATIONS**

Interview Guidelines

Scripts (for reference during interviews)

Listing of Major Stakeholders and Contacts

Public Event Planning

## **PERSONNEL AND POLICIES**

### **Staff Organization and Data**

Organization Chart

### **Personnel (Staff) Policies and Procedures**

Employee Handbook