

Board Manual

SAMPLE TABLE OF CONTENTS



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BOARD MANUAL SAMPLE TABLE OF CONTENTS:

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- II. Board of Directors
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 - B. Biography & Photo for each Board member
 - C. List of Past Board Members with Dates of Service
- III. Board Governance
 - A. Articles of Incorporation
 - B. Bylaws
 - C. Statute governing nonprofit Board service in your state
 - D. Duties & Responsibilities of a Board Member; include descriptions of the duties of care, loyalty, and obedience
 - E. Conflict of Interest Policy
 - F. Confidentiality Policy
 - G. Diversity Policy
 - H. Other Policies
 - I. Board Meeting Minutes (last 12 months)
 - J. Active Committee Descriptions
 - K. Results of Most Recent Board Performance Evaluation
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 - A. Most Recent Unaudited Financial Statements
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 - 2. Balance Sheet
 - 3. Cash Flow Projection
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- B. Fundraising Plan
- C. Sample Solicitation Materials
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 - 2. Event Invitations
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 - 5. Annual Appeal Letter
 - 6. Sponsor Packet
 - 7. In-Kind Donation Request Form
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- A. Brand Standards
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- C. Recent Media Coverage
- D. Marketing Plan
- E. Sample Marketing Materials
 - 1. Business cards for Board members
 - 2. Brochure
 - 3. Newsletters
 - 4. Fact Sheet / Infographic
 - 5. Annual Report

VIII. Personnel

- A. Organizational Chart
- B. Executive Director (E.D.)
 - 1. E.D. Job Description
 - 2. E.D. Resume and Biography
 - 3. Results of Most Recent E.D. Performance Evaluation
- C. Other Employees
 - 1. Description of staffing; include number of P/T and F/T employees
 - 2. Employee Handbook
- D. Volunteers
 - 1. Description of volunteer support; include number of volunteers and hours of service for most recent month and YTD
 - 2. Volunteer Recruitment Materials; include list of volunteer opportunities
 - 3. Volunteer Handbook

IX. Strategic Plan