# A close up of a logo Description automatically generatedSample contents of a board manual

Sections:

1. Introduction (what the manual is all about and what it contains)
2. The Organization’s History, Philosophy, Mission, Values, Vision, Partners, Funders
3. Constitution, Bylaws and Relevant Legislation
4. Organization Chart (Board and staff)
5. The organization’s programs and services
6. The Board’s Governing Approach and Governing Principles
7. Board Policy Document
8. Board Terms of Reference
9. Terms of Reference for President/Chair, Vice Chair/President, Secretary, Treasurer, Committee Chairs
10. Director Terms of Reference, expectations, and obligations (including legal)
11. Terms of Reference for Committees
12. Executive Director Roles & Responsibilities
13. Strategic Plan & Annual Operational Plans
14. Annual Budget
15. Board Annual Work Plan and Calendar
16. Board Meeting Agendas and Schedule
17. Oversight and Monitoring Responsibilities & Schedule
18. New Director Recruitment & Nominations
19. New Director Orientation
20. Chief Executive/Executive Director Performance Evaluation Process
21. Board Performance Assessment
22. Succession Planning