Board Manual Contents – Sample

Sections

1. Introduction (what the manual is all about and what it contains)
2. Organization’s History, Philosophy, Mission, Values, Vision, Partners, Funders
3. Constitution, Bylaws and Relevant Legislation
4. Organization Chart (Board and staff)
5. Organization Programs and Services
6. 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/Vice-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 and Responsibilities
13. Strategic Plan and Annual Operational Plans
14. Annual Budget
15. Board Annual Work Plan and Calendar
16. Board Meeting Agendas and Schedule
17. Oversight and Monitoring Responsibilities and Schedule
18. New Director Recruitment and Nominations
19. New Director Orientation
20. Chief Executive/Executive Director Performance-Evaluation Process
21. Board Performance Assessment
22. Succession Planning