
Board Manual Template

The board manual is the handbook that is prepared for members of the board of directors of a nonprofit organization. This manual should be given to them at their board orientation session, or upon their election to the board.

Table of Contents:

- Brief History of Organization
- Statement of Purpose (Mission)
- Long Range Plan
- By-Laws
- Articles of Incorporation
- Policies (Personnel, Conflict of Interest, etc.)
- Board of Directors Roster with Biographical Information
- Board Responsibilities - general and specific
- Committee Composition and Job Descriptions
- Organizational Chart
- Minutes
- Budget and Recent Financial Statements
- Meeting Dates
- Program Description
- Membership List
- State & Federal Contact List
- List of Major Funders
- Calendar of events
- Other relevant information

Adapted from the Missouri Association of Community Arts Agencies
Filebox Organizational Development Manual and Legal & Financial Primer