

Contents of a Board Manual A Checklist

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	1.	Administration	<ul style="list-style-type: none"> • Board member duties and responsibilities • By-laws • Board members addresses and telephones • Committee assignments, including staff • Incorporation papers • Organization chart • History of organization • Annual reports for 2 years • Relation to other agencies • Relation to national or regional organization • Board policies • Organizational goals and objectives • Board calendar
	2.	Financial	<ul style="list-style-type: none"> • Board committee charge, including relationship to staff • Annual audit (may be presented separately) • Sources of funding • Annual budget, by program • Investments • Property • Insurance • Fiscal calendar
	3.	Personnel	<ul style="list-style-type: none"> • Board committee charge, including relationship to staff • Personnel policies and practices • Staff job descriptions • Board committee annual report
	4.	Program	<ul style="list-style-type: none"> • Board committee charge, including relationship to staff • Board committee annual report • Program descriptions • Program evaluations
	5.	Volunteer Services	<ul style="list-style-type: none"> • Board committee charge, including relationship to staff • Board committee annual report • Chairmen, addresses and telephones • Description of services • Policies, procedures and history of volunteer services