



Board Manual: Model Table of Contents Tip Sheet

A board manual serves several functions: it orients board members to the organisation and its mission; it serves as the board's "operating manual" providing information on the board's structure and operations; it outlines the board members' roles and responsibilities, and; generally serves as a resource about the organisation and the board.

It is important that a Board Manual be kept up-to-date, so date and paginate each of the documents in the manual. Following is a sample Table of Contents for a Board Manual. Feel free to adapt it to your organisation's needs.

A. Introduction

1. Mission/Values
2. Organisational History

B. Legal Authority

1. Articles of Incorporation,
2. T1044 Non Profit Organisation (NPO) Information Return
3. Letters Patent (if applicable)
4. Charitable Organisation registration (if applicable)

C. Conflict of Interest Policy

D. Strategic Plan

1. Annual Plans
2. Updates to the Strategic Plan

E. Programs and Services

1. Description of Programs and Services
2. Description of Service Population

F. Organisational Chart with Senior Staff Biographies



G. Board Responsibilities

1. Relevant Policies/Procedures/Guidelines
 - a. (e.g., Guidelines for Evaluating the Performance of the Chief Executive)

H. Board Operations

1. By-Laws
2. Attendance Policy
3. List of Board Officers and Committee Chairs
4. Board Membership List with Biographical Information
5. Board Committee Structure and Membership
6. Directors and Officers Insurance

I. Financial Information

1. Current Budget
2. Most Recent Audit and Management Letter
3. List of Major Funders/Contracts
4. Recent Financial Statements

J. Board-approved Policies

K. Board Minutes

1. Board Minutes and Agendas
2. Board Committee Minutes and Agendas
3. Chief Executive Reports to the Board
4. Performance and Quality Improvement Reports

L. Schedule of Board Meetings

M. Other Documents

Sources:

<http://www.charityvillage.com/cv/guides/guide4.asp>

BoardSource www.boardsource.org

Free Complete Toolkit for Boards <http://www.managementhelp.org/boards/brdmnual.htm>

TCAnet <http://www.arts.state.tx.us/toolkit/nonprofit/templates/boardmanualtemplate.asp>

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