

Board Orientation Manual

Sample Table of Contents

I. Governing Documents

1. Articles of Incorporation
2. Bylaws
3. Policy Manual
4. Communications Flow Chart and Hierarchy – Organizational Chart(s)
5. Statement of Confidentiality – Conflicts of Interest

II. Orientation

1. Information, Founding and History of Organization
2. Board Member Responsibilities
3. Legal Requirements of a Board
4. Antitrust Avoidance Statement
5. Committee Structure and Responsibilities
6. Annual Calendar of Events and meetings
6. Sample Agendas and the Process for Adding Items to an Agenda
7. Handling Issues Between Board Meetings
8. Recent Minutes (six months)
9. Rules of Order

II. Strategic Goals

1. Mission, Vision and Values Statements
2. Current Strategic Plan (Multi-Year)
3. Action of Business Plan (Current Year)
4. Environmental Scan - SWOT¹ - Recent Member Survey Results

III. Membership

1. Roster of Members (confidential)
2. Synopses of Programs, Benefits and Services

3. Membership Applications for all Categories

IV. Financial Management

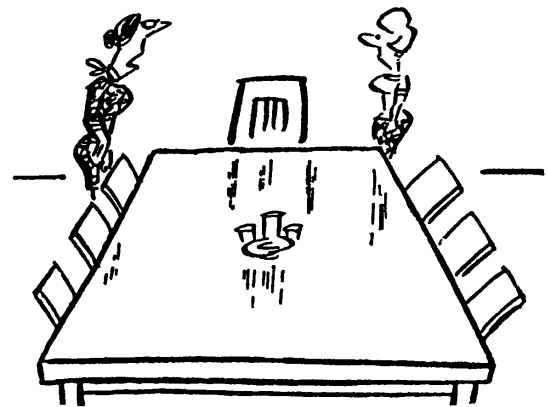
1. Annual Budget
2. Recent Financial Report
3. Audit Report by CPA
4. Definitions (UBIT, D & O, 990, Sponsorship, etc.)
5. Investment Policy
6. Insurance Coverages
7. Chart of Accounts

VII. Board, Committees and Staff

1. Distinction between Leadership and Management
2. Relationship to Staff
3. Performance Reviews: CEO, Board, Staff, Committees
4. Rosters of Board members and Staff

Note: Contents of a Leadership Manual will vary by organization. Board members should be asked if this is the content they need or would they prefer more or less.

Board Orientation Manual ToC 12-05.doc



"Better put out notepads and pens in case any of them has an idea."

¹ SWOT – Strengths, Weaknesses, Opportunities, Threats