# Creating a Board Manual

A board manual is a reference guide that contains key organizational documents and relevant information about the nonprofit and the board of directors. Having the information in one convenient binder or available in a shared electronic drive helps board members onboard successfully and keep these resources handy. A board manual should contain the following (if applicable):

- Welcome letter from Board President
- Welcome letter from the Executive
- Bylaws
- History of the Organization
- Mission, Vision and Values Statements
- Strategic Plan (can be an Executive Summary or Visual Presentation)
- Roles and Responsibilities of Board Members and Sample Board Member Commitment Letter (if applicable)
- List of Board Committees, Charge, and Members of Each
- Conflict of Interest Policy
- Program Highlights for the Year to Date
- Staff Organizational Chart and List of Staff with Bios and Pictures
- Annual Budget
- Most Recent Monthly Financials
- Recent Audited Financials or Form 990
- Financial Resource Development Plan
- Fundraising One Pager – Emphasize the board approved give/get (if you have one) and a list of some of the many ways the obligation can be met
- Recent Brochures/Marketing Materials
- Marketing Plan (if applicable)
- Copy of D&O Insurance
- List of Board Members – Include names, addresses, professions, email addresses, preferred phone numbers, bios and pictures, if possible
- Calendar of Upcoming Board Meetings with Dates, Locations and Times
- Organizational Calendar with Upcoming Events, Either Programmatic or Development
- Minutes of Meetings held (Last 3-4 recommended)