

General Board Manual

Legal and Historical Information

- History of the organization
- Legal Documents including articles of incorporation, by-laws and IRS letter granting 501 (c)(3) tax status (if applicable)
- Rules of procedure

Fiduciary and Financial Information

- Budget reports for three years and monthly financial statements
- List of assets and liabilities
- The organization's fund-raising initiatives
- Past two years of minutes

Policy and Planning Information

- The organization's strategic or long-range plan updates
- Information on committee membership, assignments
- Board and meeting orientation information

Personnel Information

- Organizational chart
- Board member job description
- Position descriptions for committee chairs and superintendents, including responsibilities
- The names, addresses, and contact numbers for board officers, members, committee chairs, committee members and departmental superintendents
- The individual's roles and responsibilities as board members

Emergency Information (if applicable)

- List of contact information
 - Board members
 - Ambulance, fire, police
 - Utilities including electric, water/sewer and phone

Evaluation Information

- Evaluation Forms or any letters of support or concerns

Source: Adapted from *Improving Board & Organizational Effectiveness, Southern Rural Development Center, 2002*

http://srdc.msstate.edu/trainings/educurricula/nonprofit/nonprofit_complete.pdf

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