**Sample Table of Contents for a Board Handbook**

1. A welcome letter signed by the board president and the executive director, including an offer to take the new board member on a tour of the facility, to introduce the new board member to staff, and to get together to further familiarize the new board member with the agency during a formal board orientation.
2. Corporate and historical documents, including:

* description of programs and constituencies;
* annual report;
* bylaws and amendments;
* articles of incorporation;
* press clippings
* history of the organization
* brochures and other descriptive materials
* strategic and annual plan, including an up to date mission statement

1. Rosters:

* Board members, including occupations and other information
* List of committees and membership
* Resume of the executive director
* Names, titles and telephone extensions of staff
* Organization chart

1. Calendar of meetings for upcoming year and special events
2. Responsibilities

* Board member contract and/or job description for board members
* Conflict of interest policy (two copies pre-signed by the board president, one copy to be signed by the new board member and returned)
* Whistleblower policy

Financial information

* Current budget
* Current financial statements
* Audit report from previous year
* Copy of insurance policy certificate for D&O insurance
* List of funders and individual contributors

1. Working tools

* Membership application forms for membership organization
* Contribution response envelope
* Some letterhead and envelopes (in a plastic sheet holder with holes punched on the left side, or in a pocket of the binder)
* Case statement and “talking notes” for making the case for donor solicitation
* Other promotional material

1. This workshop manual