



What Goes Into A BOARD MANUAL?

The foundation of a committed, knowledgeable, and effective board is orientation and education. As an essential companion to orientation and education, every organization should have a thorough, easy-to-use manual that board members can use throughout their terms.

A board manual serves two functions. For the new board member, it is an orientation handbook that provides useful information about the organization, board structure and operations, and fellow board members and staff. For the balance of a member's board service, the manual then becomes an indispensable working tool and a central resource about the organization and the board. Materials can be added and removed to create an up-to-date reference. The board manual is developed by staff in consultation with the board chair and other officers.

Today, the most effective way to share the manual with all board members is to post it on a board member accessible Web site or Intranet. Include a table of contents and clearly divided and labeled sections. Date every item and replace material when necessary.

To develop a working manual that board members use and rely on,

- ▶ don't overwhelm new board members with too much information. When several examples are available (e.g., current press clippings/links), include only one.
- ▶ keep each item brief. A two-paragraph biography of the chief executive is preferable to a four-page resume, for example.
- ▶ use the handbook as a "textbook" during board orientation
- ▶ encourage board members to read and ask questions about the material
- ▶ ask board members to evaluate the usefulness of the manual each year
- ▶ revise the contents or format based on their comments

A thorough board manual can include the following materials. (Remember to keep each item as concise as possible.)

- ▶ **Board information**
 - Board members' listing and bios
 - Board members' terms
 - Board statement of responsibilities
 - Committee and task force job and descriptions
 - Policies pertaining to the board on conflicts of interest, insurance coverage, and travel/meeting expense reimbursements
 - Minutes from recent board meetings
- ▶ **Historical organizational information**
 - Brief written history and/or fact sheet
 - Articles of Incorporation
 - Bylaws
 - IRS determination letter
 - Listing of past board members
- ▶ **Strategic framework**
 - Mission and vision statement
 - Strategic framework or plan
 - Current annual operating plan
- ▶ **Finance and fundraising**
 - Prior-year annual report
 - Most recent audit report
 - Current annual budget
 - Form 990
 - Banking resolutions
 - Investment policy
 - Current major funder list
- ▶ **Staff**
 - Staff listing
 - Organizational chart
- ▶ **Other information**
 - Annual calendar
 - Web site information
 - Promotional material (advertisements, etc.)

The Board Member Manual

**Vigo County Public Library, Virginia
State Library and Archives, Aspen
Publishers**

The Board Member Manual:

2003 *BOARD MEMBER MANUAL 2* -OS Aspen Nonprofit F and A Development Group,2002-11 The Board Member Manual gives board members of nonprofit organizations a thorough understanding of the essentials of effective services The manual is full of practical advice ideas and strategies from successful board members to help your board members meet the challenge of serving effectively Easy to use forms help put many of these ideas to work quickly and easily The Board Member Manual is published by the editors of Aspen s flagship newsletter Board Administrators an expert source in the field for 20 years

The Board Members' Manual - Charlotte K. Demorest,1951 The Board Member's Manual Harding de C. Williams,America's Community Bankers,1995 The Board Member's Manual Maria Kulczycky,1991 *Board Member Orientation* Michael E. Batts,2011-02-03 Finally Board member orientation truly simplified Serving on a nonprofit board can be an incredibly rewarding experience for the properly prepared board member This book is for the generous and busy people who agree to give of their time and talents by serving on nonprofit boards Nonprofit boards often fail to do a good job of board member orientation for a variety of reasons It takes a significant amount of time and effort to plan and conduct quality board member orientation programs and every time a new board member arrives it s time to do it again Because of the challenges associated with providing quality board member orientation many nonprofit organizations do not do it at all leaving their board members to wing it This book provides help and support to the truly great men and women serving on nonprofit boards whose service makes a positive difference in the lives of countless people every day This book is a concise and appropriately comprehensive guide to nonprofit board service designed especially for new board members It is a quick read about one hour yet it addresses with accuracy the most significant elements of board service such as mission responsibility duty risk liability and board meeting dynamics Hooey Alerts Watch for Hooey Alerts where the author identifies and dispels common myths and legends about nonprofit board service There are many sources of false or misleading information about the nonprofit board service environment A perfect example is the often vaguely worded and intimidating assertion or implication that the Sarbanes Oxley Act passed by Congress in 2002 applies to nonprofit organizations in a manner similar to how it applies to publicly traded companies It does not Reviews This book is the perfect guide for every nonprofit board member Concise highly informative and loaded with nuggets of wisdom it s a must read that will take board members to the next level of successful board governance J Todd Chasteen General Counsel Samaritan s Purse Mike Batts has put his quarter century of advising and serving on nonprofit boards to good use in this accurate and easy to read book In addition to describing major principles of nonprofit law and governance the book provides helpful questions to guide board members in understanding the practical applications of the concepts discussed While geared primarily toward helping new board members get up to speed quickly it should also help veteran board members discharge their stewardship roles wisely and efficiently Chuck Hartman Associate Professor of Business Law and Accounting Cedarville University This book Board

Member Orientation is exactly what a busy volunteer board member needs The board member s duties are presented in a clear and concise manner from the perspective of someone who has been around many boards With a focus on those issues that are most common and or most important it is perfect for board member orientation and for quick reference reminders for the experienced board member Doug Starcher Partner Broad Cassel This book provides clear no nonsense guidance on the basic issues for new nonprofit board members Using this book for board member orientation will ensure your organization has communicated fundamental governance issues and will assist the board in determining risk management strategies Dan Busby President ECFA The Simple Board Member Orientation Process Using This Book 1 Your board members read Chapters 1 9 of the book which will provide them with insights regarding the key elements of nonprofit board service 2 You provide the board members with copies of the documents described in Chapter 10 related to your organization 3 You meet with your board members to discuss the unique attributes of your organization following the discussion questions provided in Chapter 10 Done

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... *A Manual for School Officers, Superintendents, Principals, and Board Members* William Niclaus Andersen,1925
The Board Member's Manual United States League of Savings Institutions,1984 ***The Pennsylvania Manual*** ,1909
The Little Book of Boards Erik Hanberg,2015-02-10 Are you new to a board and have no idea what s expected of you

Do you know what a board's six key responsibilities are? Do you know what your relationship with the Executive Director should be? If not, this book is for you. So many board members, especially of small nonprofits, want to support a nonprofit and readily accept the invitation to join the board. It's only then that they discover they are in over their heads with no idea of their expectations and responsibilities. *The Little Book of Boards* is here to throw that drowning board member a rope. Told with a conversational style, this book will lead you through the basics of being on a board, how meetings work, and what's expected between meetings. In addition, at the back of the book are several in-depth resources for understanding Robert's Rules of Order, bylaws, committee structures, board leadership, and much more. Perfect for any new board member or for an entire board that is feeling lost, this book and its common sense approach will serve you every year you are on the board.

The School Board Member's Manual Jeff Stratton, 2008 *A Handbook for the New School Board Member* Daniel E. Griffiths, William Twigg, Wiley, 1953 Resources in Education, 1984 **Fundraising Basics** Barbara L. Ciconte, Jeanne G. Jacob, 2005 This primer helps new fund raisers learn the basics from the vocabulary of fund raising to the nuances of major trends affecting nonprofit fundraising today. With up-to-date case studies and real-life examples, this practical guide will provide an overview of the field and give development staff, managers, and directors a platform from which to operate their fund raising programs. This guide is a must-have for anyone new to the fund raising arena. *A Guide to Building Your Board* Judith Grummon Nelson, 1991 **The Board Member's Manual**, 1987 Public Health Nursing: Practicing Population-Based Care Marie Truglio-Londrigan, Sandra B. Lewenson, 2017-07-05 Public Health Nursing Practicing Population Based Care Third Edition is a comprehensive resource for students and faculty interested in public health nursing and education. **1994 Board Member Manual** Vigo County Public Library, Virginia State Library and Archives, Aspen Publishers, 1993 **Smull's Legislative Hand Book and Manual of the State of Pennsylvania**, 1911

The Board Member Manual Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**The Board Member Manual**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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