

## **Board of Directors Handbook Suggested Contents**

### **The board**

- Board member roster/contact information
- Board member expectations document
- Committee/Task force job descriptions

### **Historical references for the organization**

- Brief written history and/or fact sheet

### **Strategic framework**

- Mission and vision statement
- Strategic Plan

### **Finance**

- Prior year audit report
- Approved annual budget

### **Staff**

- Staff listing and contact information
- Organization/team chart

### **Resource development**

- Current funder/donor list
- Annual fundraising plan/activities (appeals/events/etc.)
- Earned revenue streams

### **General Information**

- Annual calendar
- Programs list
- Current brochure(s)
- Web site information