

SAMPLE UNIT BOARD MANUAL

Each Board member should receive a manual that includes basic information about the organization and the role and activities of the Board, to assist them in fulfilling their responsibilities. Here is a typical list of materials to include:

A. GOVERNANCE FOCUSED MATERIALS

1. Articles of Incorporation
2. Bylaws
3. Board roster (names, addresses, etc)
4. Committee job descriptions and rosters
5. Board meeting schedule for the year
6. Strategic plan
7. Board members agreement (signed contract outlining responsibilities for the year)

B. ORGANIZATION FOCUSED MATERIALS

1. Mission and Vision of the organization
2. Tournament schedule/flyers
3. Special events
4. Summary of special awards
5. Financial reports (budget, operating reports, IRS form 990, most recent year balance sheet)
6. Program information (calendar of activities)
7. Evaluation information
8. Policy statements such as
 - Check cashing policy
 - Check signing policy
 - Free play policy
 - Internet policy
 - Confidentiality policy

C. BACKGROUND MATERIALS

- Year's worth of board meeting minutes
- Previous issues of unit newsletter