ORGANIZATION’S Board Leadership Manual

Documents that should be given to new board members

1. 501c3 (nonprofit) Determination Letter (organization specific)
2. Most recent Form 990 (nonprofit tax return) (prepared by auditors)
3. Articles of Incorporation (organization specific)
4. Board Attendance Policy - see example
5. Board Member Job Description - see example
6. Rules for Good Board Committees - see example

1. Selection of Officers - see example
2. ORGANIZATION By-Laws - see example
3. Conflict of Interest Policy - see example
4. Conflict of Interest Questionnaire - see example
5. Conflict of Interest Disclosure - see example
6. Most recent fiscal year budget (organization specific)
7. Organizational Chart (organization specific)
8. Strategic Plan (Draft) (organization specific)
9. Employee Handbook (organization specific)
10. Policy and Procedure Manual