Table of Contents Template: Executive Director Handbook

This template can be adapted to your organization and used as a starting point to create a reference guide for newly engaged Executive Directors and seasoned veterans alike.

An Executive Director (ED) Handbook is a resource (printed or digital) that houses all of the information and policies that are important to both the smooth running of the organization and the ED's ability to accomplish their mandate. It can explain the organization's mission, vision and values, provide copies of essential policies, and outline responsibilities related to the role of ED; it is an excellent resource for onboarding and training.

It is important to review and update your Executive Director Handbook periodically to ensure it reflects any legislative, regulatory and internal policy changes that occur over time. The team at RDN can assist you in creating your Handbook so that it corresponds to your organization's needs and realities.

Many of the components of an ED handbook are policies and other files, to avoid recreating your documents in order to include them, consider using Adobe Acrobat to combine existing files into one master PDF document (RDN's staff can assist with this, please reach out if you need a hand!).

TABLE OF CONTENTS