

# Table of Contents Template: Board of Director's Handbook

This template can be adapted to your organization and used as a starting point to create a reference guide for new members of the Board of Director's (BOD).

A BOD Handbook is a resource (printed or digital) that houses all of the information and policies that are important to the governance of the organization and the BOD member'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 different roles directors play; it is an excellent resource for onboarding and training.

It is important to review and update your Board of Director's 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 a BOD 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!).

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01

## Organizational Information

- Mission, Vision, Values
- By-laws
- Strategic Plan
- Most recent Annual Report
- Most recent Financial Statements
- Organization Chart

02

## Human Resources Documents

- Info related to the Executive Director (ED) position
  - Letter of employment
  - Pay requisition
  - Current job description
  - Evaluation template
- ED contact info

03

## Board of Directors Information

- Calendar of meetings for the current year
- Current BOD contact list
- Committee information
- Meeting minutes and resolutions from the current year

04

## Policies and Procedures

- Conflict of Interest policy
- Social Media policy
- Operations Manual
- Travel Policy
- Code of Ethics

05

## Financial Info and Project Budgets

- Projected revenue
- Current Operating Statement
- Reporting deadlines for the current year/current funding (list)

06

## Current Project Information

- Project fact sheets for current funding
- list of main funders