



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

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Controller
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Deputy Controller

SAMPLE TABLE OF CONTENTS FOR A BOARD HANDBOOK
Modified from CompassPoint Nonprofit Services

1. A welcome letter signed by the board president and the executive director, including an offer to take the new board member on a tour of the facility, to introduce the new board member to staff, and to get together to further familiarize the new board member with the agency during a formal board orientation.
2. Corporate and historical documents, including:
 - description of programs and constituencies
 - annual report
 - bylaws and amendments
 - articles of incorporation
 - press clippings
 - history of the organization
 - brochures and other descriptive materials
 - strategic and annual plan, including an up to date mission statement
3. Rosters:
 - Board members, including occupations and other information
 - List of committees and membership
 - Resume of the executive director
 - Names, titles and telephone extensions of staff
 - Organization chart
4. Calendar:
 - Dates of meetings for upcoming year and special events
 - Dates for Board review of financial documents (should be frequent) and program goals
 - Date for Executive Director performance review
5. Responsibilities
 - Board member contract and/or job description for board members
 - Conflict of interest policy
 - Conflict of interest statement (two copies pre-signed by the board president, one copy to be signed by the new board member and returned)
6. Financial information
 - Current budget
 - Current financial statements
 - Audit report from previous year
 - Copy of insurance policy certificate for D&O insurance
 - List of funders and individual contributors
 - Proposed Board of Directors fundraising plan for fiscal or calendar year

7. Working tools

- Membership application forms for membership organization
- Contribution response envelope
- Some letterhead and envelopes (in a plastic sheet holder with holes punched on the left side, or in a pocket of the binder)
- Case statement and “talking notes” for making the case for donor solicitation
- Other promotional material