



BOARD MANUAL: Sample Table of Contents

1. Foundational Material
 - a. Articles of Incorporation
 - b. Bylaws
 - c. Mission Statement
 - d. IRS Determination letter
 - e. Diaper Bank History
2. Insurance
 - a. D&O Insurance
 - b. Business Insurance
 - c. Worker's Comp.
3. Policies
 - a. Corporate Files Retention Policy
 - b. Confidentiality Policy
 - c. Conflict of Interest
 - d. Board of Directors Sample Letter of Commitment
 - e. Board Recruitment Policy
 - f. Gift Acceptance Policy: Outlined in Article VI of by-laws
 - g. Financial Control Policy
 - h. Employee Handbook (Personnel Policies)
4. Board of Directors
 - a. Current TDB board members with full contact information
 - b. Board Roster (includes former members)
 - c. Board Member Bios-to be completed at meeting if time allows, or for homework.
 - d. Staff Listing
 - e. Calendar:
 - f. Committee Descriptions & Assignments
 - g. Strategic Plan
 - h. Minutes (printed last two month- access to remaining through electronic only)
 - i. Board Login Information
 - j.
5. Finances
 - a. Current Budget
 - b. Profit and Loss statement for prior year
 - c. Most recent 990
 - d. Most recent Audit
6. Supporting Materials
 - a. Agency Partners
 - b. Diaper Drive 101
 - c. House Party Kit

