

# ***Nonprofit Governance and Management, Third Edition***

## **APPENDIX 23**

### **SAMPLE TABLE OF CONTENTS FOR DIRECTORS' ORIENTATION MANUAL**

#### **[Name of Organization] Directors' Orientation Manual**

Welcome Letter from Board Chair and Executive Officer

Overview of Director Responsibilities

List of Directors, Biographical Information, and Terms

Mission Statement and History of the Organization

Calendar

Board Meetings

Key Events

Committees

Committee Assignments

Committee Descriptions/Charters

Committee Meeting Schedule

Contact Information

Directors

Senior Staff

All Staff Directory

Financial Information

Current Annual Report and Form 990

Key Financial Facts

Current Budget

Most Recent Financial Statements

Tutorial re Key Financial Indicators and Other Important Financial Issues

Glossary of Frequently Used Terms and Acronyms

Governing Documents

Articles

Bylaws

Summaries or Explanation re Indemnification/Insurance Provisions

Organization Chart

Legal Entity Structure (subsidiaries and joint venture organizations)

APPENDIX 23

SAMPLE TABLE OF CONTENTS FOR DIRECTORS'  
ORIENTATION MANUAL

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Internal Organizational Structure (departments or divisions)

## Minutes

Board Minutes for Past Twelve Months

Minutes of Assigned Committees for Past Twelve Months

## Policies

Conflict of Interest Policy

Internet/Intranet Usage Policy

Media Policy

## Strategic Plan

Website and, if Applicable, Intranet/Board Only Access Information