**Board Manual Assessment**

Use this tool to assess the information you provide your board members in a board manual or handbook. Use the results to identify where you are strong and identify opportunities for improvement. If you don’t currently have a board manual or handbook, this tool can be used as a checklist as you develop one. This assessment and any follow-up work can be completed by the governance committee or, if you don’t have a governance committee, two board members appointed by the board chair.

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| **OUR BOARD MANUAL…**  | **Yes** | **No** | **Not Sure**  |
| Provides important information and guidance to enable each board member to fulfill their governance responsibilities.  |  |  |  |
| Contains a table of contents with identified sections.  |  |  |  |
| Contains a brief history of the organization. |  |  |  |
| Includes our Mission Statement. |  |  |  |
| Includes board member responsibilities, job descriptions, and committee responsibilities. |  |  |  |
| Contains our board policies and resolutions. |  |  |  |
| Includes our Bylaws, Article of Incorporation, and IRS Determination Letter. |  |  |  |
| Includes the biographies of our board members. |  |  |  |
| Includes board member contact information. |  |  |  |
| Includes the executive’s job description and the names and titles of staff. |  |  |  |
| Includes a current schedule of upcoming board meetings and other important events. |  |  |  |
| Includes our most recent Strategic Plan.  |  |  |  |
| Includes several months of past board minutes.  |  |  |  |
| Is provided to new board members at their orientation, where we review the contents of the manual.  |  |  |  |
| Is easily accessible and available at board meetings. |  |  |  |
| Is easily accessible from a secure site on our website.  |  |  |  |
| Is updated regularly, especially in response to changes in California laws governing nonprofits, to make sure that Board members have the latest, up-to-date, information that is required to manage and protect our agency. |  |  |  |
| Is kept up to date following a defined process for updating our board manual.  |  |  |  |
| Is kept up to date by a committee or individual board members charged with that responsibility. |  |  |  |