

## **Content for a Board Membership Manual**

A useful and important tool for nonprofit organizations is the board manual (or handbook). New board members should receive a manual on their first "official" day of service.

An ideal format for a board manual is a three-ring binder. This format allows for an organization's growth and change.

Here is a typical list of items to consider including in your board manual:

- Mission, values and vision statements
- Organizational fact sheet
- Bylaws and articles of incorporation