



Board Policies Manual Recommended Content

XYZ ORGANIZATION

Download a sample Board Policy Manual from The Andringa Group at theandringagroup.com/resources.

RECOMMENDED CONTENT	
Organizational Profile	<input type="checkbox"/> Introduction <input type="checkbox"/> Mission statement, vision statement, core values <input type="checkbox"/> History and heritage <input type="checkbox"/> Partnerships, memberships, accreditations, associations
Governance Structure	<input type="checkbox"/> Role of the board, code of conduct, financial expectations <input type="checkbox"/> Board meeting expectations and policies <input type="checkbox"/> Committee structure and responsibilities <input type="checkbox"/> Advisory groups, councils, taskforces
Governing Documents	<input type="checkbox"/> Articles of incorporation <input type="checkbox"/> Bylaws <input type="checkbox"/> Committee charters <input type="checkbox"/> Organizational chart



Board Policies Manual Recommended Content *(cont.)*

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RECOMMENDED CONTENT	
Board Governance	<input type="checkbox"/> Board selection, orientation, member criteria, job descriptions <input type="checkbox"/> Affirmation of Services and Conflict of Interest policies and forms <input type="checkbox"/> Board evaluation <input type="checkbox"/> Executive Director job description, evaluation policy <input type="checkbox"/> Risk assessment and succession planning policies <input type="checkbox"/> Budget and fundraising controls and audits <input type="checkbox"/> Institutional communication

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