



Board Member Manual Checklist

	Yes	No
Organizational Profile		
History & Status with CRA		
Strategic Plan and Status Showing Action and Implementation		
Strategic Relationships		
Vision, Mission and Values Statements; Guiding Principles		
Foundational and Legal Documents		
Constitution		
By-laws		
Licenses & Permits		
Contracts and Agreements		
Board Operations & Governance		
Board Processes		
Operational Policies (Board Level)		
List of Board Members With Contact Information		
Annual Board Planning Calendar		
Board Member's Job Description		
Board Committees		
Board Members Agreement Form & Code of Conduct		
Minutes of Board Meetings, Executive Director and Committee Reports		
Monthly Meeting Minutes		
Monthly Committee Reports		

Monthly Executive Director Reports		
Financial Reports, Fundraising Plans and Contracts		
Current Budget and Monthly Financials		
Previous Year End Financial Statements		
Signing Authorities and Spending Limits		
Operational or Administrative Policies and Procedures		
Board Education, Professional Development & Resources		
Personnel		
Staff Organizational Chart		
Staff Contact List		
Program Summary		
Notices, Brochures and Misc.		

Notes:
