

Checklist: Board Manual Materials

General Materials

- ☐ Welcome letter from the Board President and/or Executive Director
- ☐ Calendar of board meetings, major events, important fiscal/compliance deadlines, etc.

Board Service

- ☐ Board member & officer job descriptions
- ☐ Board member contract
- ☐ Committee descriptions & responsibilities
- ☐ List of current board members including contact info, affiliations, board office, committee & terms
- ☐ Minutes from board meetings & committee meetings
- ☐ Resources on governance & board service

Strategic Plan

- ☐ Any documents related to the organization's strategic plan
- ☐ Any documents related to an ongoing initiative such as a capital campaign

Fundraising

- ☐ General fundraising expectations for the board (including give or get policy)
- ☐ Descriptions of major events including expectations for board members
- ☐ Fundraising resources

Mission

- ☐ Basic info on the history of the sector
- ☐ Resources relevant to the mission and the organization's work

Agency Info

- ☐ Org chart
- ☐ Resume and bio of ED/CEO & key staff
- ☐ Recent annual reports & newsletters
- ☐ Brochures & fact sheets
- ☐ Description of services, programs & clients served

Legal & Compliance

- ☐ Articles of Incorporation
- ☐ IRS Tax ID (updated annually)
- ☐ Solicitation License (updated annually)
- ☐ Certificate of liability insurance (updated annually)
- ☐ Descriptions or copies of any significant contracts or cooperative working agreements (MOAs, MOUs, etc.)
- ☐ Descriptions of major grants/donations and related key tasks, deadlines, etc.

Bylaws & Policies

- ☐ Bylaws & all board-approved policies
- ☐ Conflict disclosure form, Confidentiality agreement, etc.
- ☐ Other board-approved items such as a succession plan, resolutions, emergency/safety protocols, etc.

Finance

- ☐ Organization's annual budget
- ☐ Audited financial statements (past 3 yrs)
- ☐ IRS Form 990s (past 3 yrs)
- ☐ Most recent IRS quarterly tax report

Sample Board Manual Va Dcjs

Léo Pomar



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The Virginia Register of Regulations ,2001 **Virginia Administrative Law Appendix** ,2016 House and Senate Documents of the ... Session Virginia. General Assembly,1992 Volumes for some years include documents for extra or special sessions **Selected Water Resources Abstracts** ,1973 **House and Senate Documents** Virginia. General Assembly,1992 *1989 Commission on Prison and Jail Overcrowding* Virginia. Governor's Commission on Prison and Jail Overcrowding,1990 *Engineering News-record* ,1936

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Table of Contents Sample Board Manual Va Dcjs

1. Understanding the eBook Sample Board Manual Va Dcjs
 - The Rise of Digital Reading Sample Board Manual Va Dcjs
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Board Manual Va Dcjs
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Board Manual Va Dcjs
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Board Manual Va Dcjs
 - Personalized Recommendations
 - Sample Board Manual Va Dcjs User Reviews and Ratings
 - Sample Board Manual Va Dcjs and Bestseller Lists

5. Accessing Sample Board Manual Va Dcjs Free and Paid eBooks
 - Sample Board Manual Va Dcjs Public Domain eBooks
 - Sample Board Manual Va Dcjs eBook Subscription Services
 - Sample Board Manual Va Dcjs Budget-Friendly Options
6. Navigating Sample Board Manual Va Dcjs eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Board Manual Va Dcjs Compatibility with Devices
 - Sample Board Manual Va Dcjs Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Board Manual Va Dcjs
 - Highlighting and Note-Taking Sample Board Manual Va Dcjs
 - Interactive Elements Sample Board Manual Va Dcjs
8. Staying Engaged with Sample Board Manual Va Dcjs
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Board Manual Va Dcjs
9. Balancing eBooks and Physical Books Sample Board Manual Va Dcjs
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Board Manual Va Dcjs
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Board Manual Va Dcjs
 - Setting Reading Goals Sample Board Manual Va Dcjs
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Board Manual Va Dcjs
 - Fact-Checking eBook Content of Sample Board Manual Va Dcjs
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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