



### Putting Together a Board Book

Board books are useful tools for many reasons. Below is a list of documents that are typically included in a charitable nonprofit's board book. Updates should be provided to the board as appropriate; note that some of these documents need to be replaced annually.

- Mission statement
- Expectations for board members
- Copies of key corporate documents
  - Certificate of incorporation
  - Form 1023 or 1023-EZ (application for tax-exempt status)
  - Determination letter
  - Bylaws, as amended
  - List of all committees and copies of committee charters, if not included in the bylaws
  - Conflict of interest policy and annual disclosure statement
  - Other corporate policies (e.g., ethics, whistleblower, document retention, gift acceptance)
- Board contact list
- Board meeting calendar
- Brief history of the organization
- Description of programs
- Annual report
- Strategic plan
- Staff list and organizational chart
- Financial information
  - Current budget
  - Current financial statements, including year-to-date giving report
  - Most recent Form 990
  - Most recent audit
  - Summary of the organization's state charitable registration statements
- Copy of declarations page and proof of payment for D&O insurance and other insurance policies
- Minutes and resolutions from board meetings of the past year
- List of key funders/supporters
- Copies of brochures and other major marketing materials
- Employee handbook
- Other materials appropriate for your organization

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