

Tool 5: Board Member Handbook

Having a document where you keep all relevant materials and make these available to board members is invaluable in helping to orient new board members. Here are suggested contents for your board member handbook:

1. Mission statement
2. Current board roster including names, addresses, short biographies, and board terms
3. Staff list with titles
4. Board member job description
5. Bylaws
6. Organizational chart
7. Board committees list with assignments of all board members
8. Copy of your current strategic plan, including goals, objectives and committee work plans
9. Operating policies of the board, including conflict of interest policy
10. A short history of the philanthropic partner organization and park
11. Meeting minutes for the last year
12. Information about Director's Order 21 and record keeping requirements
13. Staff job descriptions, presented in brief outline form
14. List of programs, with descriptive data, and revenue sources
15. Budget
16. Audited financial statements for the previous year
17. Sources of funding
18. Information about National Park Foundation, the Friends Alliance, and resources available to board members
19. Glossary of terms

NOTE: Please refer to the [National Park Service's Director's Order 21](#) (DO21) and the accompanying Donations and Philanthropic Partnerships Reference Manual 21 (RM-21) for specific NPS policy regarding philanthropic partnerships and the acceptance of support from the private sector.