



# Board of Directors Handbook and Policy Manual

## SAMPLE TABLE OF CONTENTS

### SECTION ONE: ORGANIZATION PROFILE

- Introduction.....
- Mission Statement, Vision Statement, Core Values.....
- History and Heritage.....
- Key Partnerships, Memberships, Accreditation, and Associations (if applicable).....

### SECTION TWO: GOVERNANCE STRUCTURE

- The Role of the Board of Directors.....
- Board Committees and Responsibilities .....

### SECTION THREE: GOVERNING DOCUMENTS

- Articles of Incorporation.....
- Bylaws.....
- Committee Charters (If Applicable).....

### SECTION FOUR: BOARD GOVERNANCE POLICIES MANUAL

#### Board Process Policies

- Board Member Selection.....
- New Board Member Orientation.....
- Affirmation of Service Statement and Form .....
- Conflict of Interest Policy and Form.....
- Board of Directors Evaluation.....

#### Board/President (or Executive Director) Relationship Policies

- President Position Description .....
- President Evaluation Policy .....
- President Succession Planning Policy.....

#### Board/President (or Executive Director) Relationship Policies

- Enterprise Risk Management Policy .....

#### APPENDICES

- Organizational Chart.....

Some organizations may have a well-developed handbook in place while others may be in the early development stages. In either case, it is important to invest the time and effort necessary to ensure it meets the needs of the organization. Thank you to the Association of Biblical Higher Education for the original version of this template.