

Local Documents that may be included in a Board Handbook

Introductory Material

- Welcome letter from Executive Director
- Table of Contents

Overview Documents

- Local mission statement and objectives
- Description & local history of organization

People

- Board roster with contact information
- WDC staff roster with position & contact information
- *WorkSource* staff & contractor roster with position and contact information

Board Role

- Annual calendar with major events & meeting schedule
- Job description & expectations of board members
- Committees & descriptions

Guidelines

- Bylaws
- Overview of local policies & procedures
- Latest budget & audit information
- Copies of recent board minutes
- MOUs

Resources

- News articles
- Success stories/Best practices

Strategic Plan (*to accompany handbook*)

****If you would like assistance with creating a Board Handbook for your area, please email or call your Technical Assistance point of contact.***