

SAMPLE
CAA BOARD MANUAL

Introduction

Every organization should have a comprehensive, easy-to-use manual that board members can use throughout their terms. It serves two functions. For new board members, it is an orientation handbook that provides useful information about the organization, board structure and operations and other board members and staff. For the rest of the board, the manual is an indispensable working tool and central resource about the organization and the board. For convenience, present it to board members in a durable, attractive loose-leaf notebook with a table of contents and clearly divided and labeled sections. Date items and replace when necessary. Insert brochures and similar items in pockets of the notebook.*

*Modified from material in BoardSource.

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