Board Manual
Table of Contents

Section I: B’nai B’rith Camp Background Documents
1. Organizational Information
2. Staff Organization Chart and Responsibilities
3. List of Current Board Members and Contact Information
4. Budget
5. Strategic Plan

Section II: Incorporation Documents
1. B’nai B’rith Men’s Camp Association By Laws
2. 501.c.3 Tax Exempt letter for B’nai B’rith Men’s Camp Association
3. B’nai B’rith Camp LLC Operating Agreement

Section III: Board Policies and Procedures
1. Operating Policies and Procedures

Section IV: Agendas & Minutes

Section V: Financial Statements

Section VI: Board Roles and Responsibilities
1. What is a Board of Directors
2. Basic Responsibilities of Nonprofit Boards
3. Board Member Job Description
4. Board Officers Roles and Responsibilities
5. Checklist of Minimum Board Functions
6. Red Flags for Board Members
7. Top Ten Reasons for Success or Failure of an Organization
8. Board of Directors Statement of Understanding
9. Board of Director’s Organizational Chart

Section VII: Committee Work
1. Common Agreements for Committees and Work Groups
2. Executive Committee Roles and Responsibilities
3. Finance Committee Roles and Responsibilities
4. Fundraising Committee Roles and Responsibilities
5. Membership or Nominating Committee Roles and Responsibilities