



SSND MINISTRY ONLINE HANDBOOK TEMPLATE

This online Handbook outline is offered as a resource to SSND Sponsored and Co-sponsored ministries. It can be housed in "Dropbox for Business" or similar cyber secure site, or on a ministry website, if it has adequate cybersecurity, and is password protected for board members only. If board members already have an account in Dropbox for Business, (or similar site) and they want the folders to appear in their Dropbox, the "share" link must be sent to the email address already associated with the account. (The handbook can also be printed and kept in a binder; however, posting it online has the advantage of hyperlinks to useful materials and sites..)

**Set up folders according to this outline (in alphabetical order for ease of use.)
Add new folders as required or helpful for your ministry. Update by adding and removing documents and links as needed.**

- 1. Board Guidelines for SSND Sponsored and Co-sponsored Ministries**
- 2. Bylaws and Corporate Documents**
 - a. Bylaws
 - b. Articles of Incorporation
 - c. Other, as needed
- 3. Committees**
 - a. Committee descriptions
 - b. Current committee membership
 - c. Template for committee meeting agendas / minutes, if any
- 4. Financials**
 - a. Prior year's annual report
 - b. Current annual budget for the year
 - c. Three year budget projection
 - d. Recent budget reports
 - e. Recent investment reports
 - f. Investment Guidelines
 - g. Risk management policy
- 5. Meetings of the Board**
 - a. Dates for the years meetings and retreats
- 6. Members of the Board**
 - a. Board member names and contact information and terms
 - b. Board member profiles
 - c. Members of the Corporation names and contact information
- 7. Minutes of Board Meetings**
 - a. Previous year
 - b. Current year (to be added when available)

- 8. Mission and History of the Ministry (Brief Document + link to website pages)**
- 9. Policies & Guidelines pertaining to the Board**
 - a. Conflict of Interest policy
 - b. Conflict of Interest Disclosure Form
 - c. Whistleblower Protection policy
 - d. Document Retention and Destruction policy
 - e. SSND Public Image
 - f. Other board policies
- 10. Programs of the Ministry (Description and / or link to website)**
- 11. Recruitment of New Board Members**
 - a. Matrix of board membership
 - b. AM Province Board Member Application Form (*Appendix – AM SSND Board Guidelines*)
 - c. AM Province Candidate recommendation Form (*Appendix – AM SSND Board Guidelines*)
 - d. Candidate Interview Guide (*Appendix – AM SSND Board Guidelines*)
- 12. Staff**
 - a. Chief Executive's job description
 - b. Staff listing (at least senior staff and those with whom the board might interface)
 - c. Organization Chart
- 13. Strategic Plan**
 - a. Strategic Plan
 - b. Updates, etc.
- 14. Succession Plans**
 - a. Chief Executive succession plans
 - i. Emergency
 - ii. Planned Transition
 - b. Organizational chart + emergency chart
 - c. Board Chair succession plan
- 15. [School Sisters of Notre Dame](#)**
 - a. [Mission, Ministry and Educational Vision](#)
 - b. [Atlantic-Midwest SSND sponsored and co-sponsored ministries](#)
 - c. Ministry Services / contact information
 - d. [Ministry Formation Program](#)
- 16. Resources – Links to useful sites**
 - a. Your ministry's website
 - b. [School Sisters of Notre Dame](#)
 - c. [SSND Atlantic-Midwest Province](#)
 - d. [Resources for SSND Ministry Boards](#)
 - e. [BoardSource](#)
 - f. [Bridgespan](#)
 - g. [Association of Fundraising Professionals](#)
 - h. [Foundation Center](#)
 - i. Local Community Foundation
 - j.