[Insert Logo]

Operations Manual

Introduction
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Issue Statement Summary]

**Foundations**

* Mission
* Vision
* Core Beliefs
* Guiding Principles
* Values

**Governance & Leadership**

* Bylaws/Partner Agreement
* Board of Directors Job Descriptions
* Decision-Making Processes
* CEO/Executive Director Job Description

**Operations & Administration**

* General Administration Items
	+ Name, Phone Number, Email, Address, Hours of Operation
* Human Resources Plan
* Budget, Finance and Accounting Policies (Basic)
	+ Articles of Incorporation, EIN, 501(c)3
* Fundraising, Revenue & Development Plan
* Marketing & Outreach Outline
* Media & Press

**Programs, Products & Services**

* Summary
* Details

[Insert Logo]

Foundations

Mission Statement
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert organization name] is guided by its mission, vision, core beliefs, guiding principles and values.

Mission

[Insert Mission]

Vision

[Insert Vision]

Core Beliefs

[Insert Core Beliefs]

Guiding Principles

[Insert Guiding Principles]

Values

[Insert Values]

[Insert Logo]

Governance & Leadership

Bylaws
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Bylaws and/or Partnership Agreement]

Board of Directors
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Board Member Job Description]

Board Meetings
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Board Meeting Schedule]

Board Decision-Making
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Board Decision-Making Process]

[Insert Logo]

Operations & Administration

General Administration
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert General Administration Worksheet]

Human Resources
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert HR Plan Overview]

[Insert Staff Chart]

[Insert Key Job Descriptions]

Financial Policies
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Financial Policies Worksheet]

Expense Budget
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Budget]

Fundraising & Revenue
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Fundraising Plan]

Marketing & Outreach
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Media/Spokesperson Policy]

Media & Press
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Media/Spokesperson Policy]

[Insert Logo]

Programs & Services

Programs & Services
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Program Worksheet]