

Writing an Organizational Handbook

How Silicon Valley did it

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- 1. Decide what you want in your handbook:**
 - Council members' roles?
 - How to run meetings?
 - Policies and procedures?
 - What's the goal?
- 2. Decide how you're going to publish it**
 - Word? FrameMaker? PDF? HTML? Online? Help?
 - Who does the work? Is it the Secretary's job? Get a volunteer?
- 3. Distribute a template**
 - Write a rough draft of one chapter for council members to use.
 - Suggest some content:
 - time commitment, duties, tasks, budget, reporting expectations, contacts, resources
- 4. Set a deadline to get drafts in**
 - Follow-through: get those drafts done!
 - Need help? Get a volunteer to interview the officer and write it up.
 - Review at your council meetings.
- 5. Review, revise, suggest**
 - Have drafts read by other council members, especially past members.
 - Another volunteer opportunity: editing, proofreading.
- 6. Publish it, post it, read it**
 - It's no good if you don't use it!
- 7. Revise it**
 - It's no good if it isn't up-to-date and useful.
 - Get each year's council members to revise their chapters as part of the annual transition.
 - Make sure the contact info is current.