

Document ID NP0101	Title BOARD DEVELOPMENT	Print Date mm/dd/yyyy
Revision 0.0	Prepared By name, title	Date Prepared mm/dd/yyyy
Effective Date mm/dd/yyyy	Reviewed By name, title	Date Reviewed mm/dd/yyyy
	Approved By name, title	Date Approved mm/dd/yyyy

Policy: The Board shall include at least two representatives of the people and causes served by the agency. To the extent possible, the Board will be made up of people of different ethnic backgrounds and skill sets who represent the community served by the agency. Not more than one member of a family or one participant in a close personal relationship shall serve on the Board at any given time. Board appointments will be made based on the agency's needs. Officers shall include a president, treasurer and secretary.

Purpose: To ensure that all necessary considerations are taken in regard to the agency's programs and goals during the appointment of new Board members, and to provide adequate opportunity for communication among existing Board members and between existing Board members and the Board candidate in terms of required skills, commitment levels, philosophies and other special concerns.

Scope: The following procedures apply to all Board appointments, including member replacements, Board expansion and reapplications for membership.

Procedure:

1.0 BOARD APPOINTMENTS

- 1.1 The Board Development Committee will recommend appointments to the Board of Directors during a full meeting of the Board.
- 1.2 A written nomination form prepared by the Board Development Committee will be distributed prior to discussion of the nomination. This form will include information regarding the nominee's occupation, skills, residency, marital/family status, current and previous Board participations and experiences, and committee interests. The form will also include committee members' assessment of the nominee's commitment level and the degree to which the nominee's philosophies are consistent with agency goals.
- 1.3 The Board Development Committee Chairperson will lead a discussion of the information on the nominating form, and be responsible for providing additional information requested by Board members. |

Non Profit Procedures Manual Template

Edward J. McMillan



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The Nonprofit Management Handbook Tracy D. Connors, 1993 Take the trial and error out of nonprofit management by drawing on the experience of top nonprofit experts Now in paper Imagine being able to sit down and talk shop with fund raising professionals legal experts management consultants and nonprofit executives Think of all the exciting management ideas you could walk away with ideas that could help you run your nonprofit organization more efficiently and effectively That is precisely what you ll find here What direction should you take your nonprofit What are the best ways to implement change How can you fulfill your public service mission in the face of dwindling resources and a more competitive environment This book confronts tough questions like these along with many other vital issues facing nonprofits Never before has one sourcebook discussed the full scope of management policies and procedures as they apply to the special needs of nonprofit organizations A distinguished panel of 40 nationally recognized experts in the field discuss the latest management techniques Includes vital forms checklists organizational charts sample letters and flow charts Integrates total quality management TQM principles into the overall management of nonprofits TRACY DANIEL CONNORS Bowie Maryland is President of the BelleAire Institute a management communications and publishing organization He also edited the Volunteer Management Handbook Nonprofit Organization Handbook and Financial Management for Nonprofit Organizations

Manual of Corporate Management Thomas Carl Spelling, 1914 **Model Policies and Procedures for Not-for-Profit Organizations** Edward J. McMillan, 2004-03-29 The completely revised and expanded third edition of *Model Accounting and Financial Policies Procedures Handbook* will help nonprofit executives strengthen their organization s financial procedures while assuring board members that they are meeting fiduciary responsibilities This process is streamlined by the more than 150 sample policies and forms included both in this book and on the accompanying web site offering downloadable and customizable versions of those forms Major topics include internal financial statement forms a chart of accounts and accounting and financial policies and procedures manual a glossary and a full index *Model Policies and Procedures for Not-for-Profit Organizations* Edward J. McMillan, 2003-09-16 In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization s activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance **Modern typewriting and manual of office procedure. [With] Teacher's handbook and key** Arthur E. Morton, 1903 *The Nonprofit Manager's Resource Directory* Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant

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