



Time to Update Your Policies? Here's a Painless Way to Do So

These sample policies are easy to adapt to your needs.

By Terrence Fernsler

The Nonprofit Policy Sampler, Second Edition

By Barbara Lawrence & Outi Flynn. 101 pages. Softcover. Diskette included. BoardSource, www.boardsource.org.

There are many books and consultants to tell us how to run our organizations more effectively. But sometimes all we need are sample policies and job descriptions, along with a reminder of why they're important. Here's a resource that gives us exactly that.

The book provides policies on financial management, ethics, personnel, boards, and public relations. Job descriptions include those for board members, board officers, committee chairs, and the chief executive. The samples are easily adaptable, since they're also on a disk furnished with the book. It's a simple matter to blend the samples to fit your organization's unique characteristics.

Use this invaluable guide to review your current procedures.

Many of the policies—such as those for signing checks, investing, raising funds, and avoiding conflicts of interest—may already be in place in your organization. But some are policies that surprisingly few nonprofits think about—policies for borrowing money, accepting gifts, dealing with the media, and maintaining confidentiality, to name a few. The authors explain why it's beneficial to establish such policies. For example, a media policy can prevent confusion and outline clear accountability—certainly during a crisis but also at other times, thereby

preventing crises.

All of the samples are established policies and job descriptions currently in use by nonprofit organizations. The samples are short and clear, and there's more than one sample for each topic, to give a variety of perspectives.

This book offers an excellent way to establish new policies and job descriptions. Even more, it's an invaluable guide for reviewing current procedures. Every nonprofit organization, after all, ought to review its organizational policies and job descriptions regularly. The book and disk turn that process from a chore to a pleasure.

The Policy Sampler is a wonderful time and money saver. It is worth a look by all nonprofit board members and executives. ■

Terrence Fernsler has been a nonprofit professional for 30 years.

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