**Must Have Policies for Non Profits.**

 **1. Ethics and Accountability**

* Code of Ethics
* Confidentiality
* Conflict of Interest
* Record Retention and Document Destruction Whistleblower
* Mission and Values

**2. Board and Board Members**

* Board Chair Job Description
* Board member Agreement
* Board Member Expense Reimbursement
* Board Self-Assessment
* Compensation of Board Members
* Other Board Officer Job Description
* Role of the Board

**3. Chief Executive**

* Chief Executive Job Description
* Chief Executive Performance Evaluation
* Executive Compensation
* Executive Transition

**4. Finance and Investment**

* Budgeting
* Capital Expenditures
* Financial Audits
* Financial Controls
* Investments
* IRS Form 990 (U.S.); T-3010 (Canada)
* Reserves and Endowments
* Risk Management

**5. Communications**

* Crisis Communications
* Electronic Media
* Lobbying and Political activity
* Media Relations

**6. Committees**

* Advisory Council
* Committee Chair Job Descriptions
* Development Committee
* Executive Committee
* Financial Committee (Finance, Audit, and Investment)
* Governance Committee
* Other Common Committees

**7. Personnel**

* Complaints
* Equal Employment Opportunity
* Nepotism
* Performance Review
* Responsibility for HR
* Sexual Harassment
* Workplace Environment

**8. Fundraising**

* Board Member Fundraising
* Donor Relations
* Gift Acceptance
* Sponsorships and Endorsements