

## *Non Profit Operations Manual*

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How to Write a Policies and Procedures Manual for a Non Profit Organization. By: Kimberlee Leonard. ... Focus on key areas when writing a policies and procedures manual for a nonprofit organization. Key Areas of Focus. ... taxes and regulations affecting nonprofit operations. These include, but aren't limited, to advocacy and lobbying ...

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Adapted from "Field Guide to Developing, Operating and Restoring Your Nonprofit Board" - to get the publication, click on "Publications" at [www.authenticityconsulting.com](http://www.authenticityconsulting.com) ©2008 Authenticity Consulting, LLC [www.authenticityconsulting.com](http://www.authenticityconsulting.com) 800.971.2250 Page 1 of 2 Typical Contents of Nonprofit Board Manual

### **Typical Contents of Board of Directors Manual**

Easy NonProfit Policies Procedures Manual. Charitable organization management is easier with this editable Non-Profit Policy and Procedure Manual. This Non-Profit Manual includes prewritten MS-WORD policies, non-profit procedures & forms documents for managers of non-for-profit organizations. It comes as a conveniently downloadable file.

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Best way to start on developing a manual is to bring staff together to create the table of contents,

or to use an annual calendar and determine every procedure and responsibility that should be documented. Note: Bob Harris, CAE, focuses on nonprofit efficiency through teaching and operating assessments, strategic planning and board development.

### **Operating Procedures Manual - Sample Contents 12-03**

: The employee manual is the opportunity for management to clearly communicate with new staff members the policies and procedures of the organization. This manual will contain the materials that employees will refer to often throughout their employment. It should be complete and concise and the employee should acknowledge receipt of the manual.

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### **How to Write an Operations Manual | Edward Lowe Foundation**

Office Policy Manual for Non-Profits A clear, concise employee handbook in a non-profit organization should not be underestimated. Well-defined employee policies can settle disputes before they start and protect both you and your employees from confusion and potential litigation. A complete

### **Office Policy Manual for Non-Profits - TemplateZone**

The following items are certainly not required for all manuals, but provide handy reference for consideration by each organization about what to include in their manuals. LEGAL DESCRIPTIONS

Charter Documents Articles of Incorporation (if applicable) IRS letter granting 501(c)(3) status (nonprofit-specific)

### **Sample Contents of Board Member's Manual**

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