



What's Good, LLC
Jayme Dinger, Owner
443-786-4676
Jayme@BeWhatsGood.com
230 Switchgrass Way, Unit 12
Chester, MD 21619
BeWhatsGood.com

Nonprofit Policy Checklist

(Note – this is not an exhaustive list, but these are the most important policies to start with.)

- **Board Roles and Responsibilities** – This document lays out what is expected of every Board Member. It should be presented to and reviewed with prospective Board Members before they commit to joining the Board.
- **Board Fundraising Policy** – This document very clearly states the expectations for Board participation in raising money for the organization. It can include examples of activities that Board Members can engage in. It should be presented to and reviewed with prospective Board Members before they commit to joining the Board.
- **Board Conflict of Interest Policy** – This document defines any potential conflicts of interest that may arise for Board Members. It also should state the procedure for alerting the organization to a potential conflict of interest, and how the Board and organization will manage said conflict of interest.
- **Gift Acceptance Policy** – Sometimes people want to donate things like property, cars, etc., and many organizations do not have the capacity to deal with the legal and financial implications of these gifts. This policy should clearly define what types of gifts your organization is willing to accept.
- **Restricted Funds Policy** – Sometimes, donors/grantors will give money intended for a specific purpose. This policy will lay out how you will manage, track, and spend these restricted funds.
- **Donor Relations/Privacy Policy** – This document defines how you will interact with your donors, including when you will send tax receipts and thank yous, honoring their wishes for anonymity, protect the privacy of their personal information, and more.
- **Document and Record Retention Policy** – This document will define specific types of records, how you will store them, and for how long.
- **Employee Compensation Policy** – This policy should define your direct compensation, indirect compensation and benefits, performance management, recognition of achievements and contributions, and any other factor that goes into determining an employee's compensation.
- **Staff Handbook** – This book will set forth rules and consequences, conflict resolution procedures, etc. for all employees.
- **Investment Policy** - If your organization has an endowment or reserve account, this policy will list the types of investments you can purchase, the risk tolerance of the organization, who is able to make these decisions, the procedure for making changes to the investments, and more.



Helping Nonprofits Be **WHAT'S GOOD** In The World!