**Common Policies and Procedures for NPOs**

* Conflict of Interest
* Code of Ethics
* Document Retention
* Whistle blower
* Finance and Investment
* Executive Compensation
* Roles and Responsibilities of Board Members
* Board Self-Assessment
* Board expense reimbursement
* Gift Acceptance
* Sponsorship & Endorsements
* Personnel Policies (harassment, nepotism, performance review etc…)
* Electronic media
* Lobbying & Political Activity
* Media relations/crisis communications
* Committees

Board Source- [www.boardsource.org](http://www.boardsource.org) – has publications for purchase about creating policies and procedures, or consult with a professional to help draft policies for your organization.

**Common Human Resource Policies**

* Overview of organization
* Eligibility
* Harassment
* Attendance
* Exempt/nonexempt
* Breaks
* Weather
* Telecommuting
* Dress Code
* Weapons/Violence
* Drug/Alcohol/Smoking
* Safety and Security
* Visitors
* Conflict of interest
* Noncompete
* Gifts and entertainment
* Travel
* Mileage
* Compensation and benefits
* Compensation Schedule
* Recording Time Worked
* Retirement
* Leave policies
* Use of equipment
* Monitoring of employees and usage of equipment
* Performance evaluation
* Conflict resolution
* Termination
* Return of Company Property

**Best Practices/Standards**

* National Council on Nonprofits- www.councilonnonprofits.org – Principles Workbook (33 principles)
* Minnesota Council on Nonprofits
* Board Source
* Guidestar
* Charity Navigator

**Strategic Planning Resources**

Available from online bookstores

* *Strategic Planning for Nonprofit Organizations, A Practical Guide and Workbook*: Michael Allison; Jude Kaye; Compass Point Nonprofit Services
* *Strategic Planning for Public and Nonprofit Organizations, a Guide to Sustaining Organizational* *Achievement*; John M. Bryson
* *The Board Member’s Guide to Strategic Planning,* Fisher Howe, A Publication of the National Center for Nonprofit Boards