

Other Resources

Sample Meeting Notice

A sample meeting notice can be found here:

www.lawhelp.org/documents/487501Microsoft%20Word%20-%20Notice%20of%20Organizational%20Meeting.pdf

Sample Agenda

A sample agenda can be found here:

www.lawhelp.org/documents/487511Microsoft%20Word%20-%20Organizational%20Meeting%20Agenda.pdf

Sample Minutes

Sample minutes can be found here:

<http://managementhelp.org/boards/minutes.htm>

Sample Document Retention Policy

A sample document retention policy can be found here:

<http://lawhelp.org/documents/497691Document%20Retention%20Policy.pdf?stateabbrev=/ny/>

Web Resources

- Blackbaud: www.blackbaud.com
- BoardSource: www.boardsource.org
- Bridgestar: www.bridgestar.org
- Catchafire: www.catchafire.org
- GuideStar: www2.guidestar.org
- Independent Sector: <http://independentsector.org>
- Internal Revenue Service web site: www.irs.gov
- IRS for Nonprofits: www.irs.gov/charities
- Lawyers Alliance for New York: www.lawyersalliance.org
- National Association of Charities Officials: www.nasconet.org
- National Council of Nonprofits: www.councilofnonprofits.org
- New York Lawyers for the Public Interest: www.nylpi.org
- Pro Bono Net: www.probono.net
- The Chronicle of Philanthropy: <http://philanthropy.com>
- USA.gov for Nonprofits:
www.usa.gov/Business/Nonprofit.shtml
- Venable LLP Publications
(select Nonprofit Organizations and Associations from
drop-down menu): www.venable.com/nep/publications/