

NOTES FROM NON-PROFIT NETWORK MEETING WEDNESDAY, FEBRUARY 9, 2022

VOLUNTEERING: See the attached document with websites to help you gain volunteers, including:

- Volunteer Match, Great Non Profits, AZ Alliance of Non Profits
- ADDITIONAL RESOURCES TO CONSIDER:
 - Town of Fountain Hills - Kim Wickland
 - Local Civic Groups: Rotary, Kiwanis
 - Four Peaks Women's Group
 - Fountain Hills Women's Groups
 - Microsoft and large companies
 - Boeing
 - Banks, etc.
 - Kohls
 - ASU Sundevil Days: groups of volunteers
 - Depending on your needs...Scout groups may provide necessary hands!

DOCUMENT RETENTION: SEE THE ATTACHED DOCUMENT

- TIMEFRAMES:
 - Governing Documents: Keep permanently
 - 990 – Your 501C-3 Tax Return...**7 years**. These are a great item to place on your website so that individuals can see your activity. ADDITIONAL NOTE: The 990 is often used by outside organizations when considering your funding needs from a Grant Request. Be sure to track and include volunteer hours, as well as Board of Director volunteer hours and financial contributions...this may make all the difference in your success for gaining outside Grants.
 - Contracts 7 years
 - Banking and Accounting 7 years
 - Email; depending on the content, they could be invaluable for a very long time.

WHERE TO STORE DOCUMENTS:

- It's important to store these in an on-line drive that will have longevity...not in a box in the garage! Consider: Google Drive; Microsoft One Drive, Dropbox. Important to consider the long-terms costs and who will be willing to pay a subscription to have access to the data in the future.
- Consider that you will not be involved in 5+ years...who needs access at that time, who has access, what are the quality of the records!!!
- Suggestion to set up the account in with an email of the account...not an individual. Then make sure you give several executive team members (President, VP, Secretary, Treasurer) access...then remove that access when they move on.

NONPROFIT ACCOUNTING TIPS:

- Free CPA assistance to help set up chart of Accounts: Institute of Management Accounting
- www.techsoup.org has discounts of many software programs for non profits
- **Desk Efficiency System**. System to help organize task descriptions. Contact Bill Fraser for more information: w_fraser@cox.net. This system helps you address: What do you do, who is in your line of communication, who is cross trained, etc.

BENEFITS OF FHCCA – www.ilovefountainhills.com

- As a Member of FHCCA (\$50 for Nonprofit Orgs and \$150 for NonProfits Orgs + Givsmart Online Auction Program):
 - Regular Newsletter with event information of Member Programs
 - Member Discounts on certain items
 - Access to NonProfit Networking Group Sessions
 - Access to use GiveSmart Online Auction Program (if applicable) that makes your organization's auction efforts many times more effective, and offers ticketing services for group events.
- As a Member Program of FHCCA (for groups who wish to come under the FHCCA Umbrella)
 - Accounting
 - Liability Insurance
 - Networking at monthly board meetings, including calendaring, sharing of ideas
 - Marketing through member newsletter

VOLUNTEER DESCRIPTIONS: (i.e., “what happens if you get hit by the Bus” scenario)

- See the attached article with suggestions and an example. Great ideas!
- First rule of volunteerism....YOU WILL NOT BE AROUND FOREVER! It's surprising how fast volunteers come and go...move on, lose interest, develop health issues, pass.
- Develop Volunteer descriptions not only for your casual volunteers, but also for your executive admin. This is often done in the Bylaws of your organization. Make sure to update them as time passes!
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FUTURE IDEAS FOR NONPROFIT NETWORK MEETINGS:

- Grant Writing (Laurie Porter)
- Fundraising and Corporate Sponsorship (Tiffany)
- Accounting (Bill Fraser?)

SITES THAT ASSIST NONPROFITS IN FINDING VOLUNTEERS

VolunteerMatch – organizations can set up an account and advertise for tasks they need volunteers to fill. This site also allows individuals to search for volunteer opportunities.
<https://www.volunteermatch.org/search/orgs.jsp?l=Arizona>

GreatNonprofits – add your nonprofit to their site; volunteers can find you by searching by causes
<https://www.about.greatnonprofits.org/get-started>

Alliance of Arizona Nonprofits – FHCCA is already a member; members can post tasks that require volunteers
<https://arizonanonprofits.org/search/all.asp?bst=find+volunteers>

There are also opportunities within specific fields who have sites for finding volunteers; e.g., ASU,

National Parks, Wildlife, animal shelters, libraries, etc.



Document Retention Policies – What Every Nonprofit Should Know

Recently, the Internal Revenue Service (the “IRS”) released a significantly revised Form 990, the annual information return filed by most publicly supported exempt organizations. Through the release of the revised Form 990, the IRS indicated its intent to continue its scrutiny of the corporate governance policies of exempt organizations. Specifically, Part VI of the revised Form 990 includes several questions regarding corporate governance, including questions about board structure and organizational policies. In particular, in Question 14, the IRS now asks exempt organizations whether they have a written document retention policy in place. Although not required by tax law, the IRS increasingly views such policies and good governance practices as a means to establishing transparency and ensuring compliance.

Furthermore, exempt organizations should be aware of certain requirements of the Sarbanes-Oxley Act of 2002 (the “Act”) that apply to nonprofits: specifically, the imposition of criminal liability on exempt organizations that destroy records with the intent to obstruct a federal investigation. While the Act does not explicitly require the adoption of a document retention policy, it is recommended that exempt organizations

adopt and abide by a document retention policy as a “best practice.”

Document Retention Policies

A document retention policy sets guidelines for the length of time that various documents – ranging from contracts to employment agreements to vendor receipts – will be held in the files of the organization. The adoption of a document retention policy serves to notify employees, officers, and directors of the time periods for which documents should be maintained, and helps to guard against improper disposal or destruction of documents with the intent of obstructing an investigation.

A document retention policy should contain a list of document categories, along with the length of time (months or years) the organization should retain such documents. In addition, these policies should contain a provision that restricts employees, officers, and directors of the organization from destroying documents in anticipation of litigation. Prior to establishing document retention time periods, organizations should consult with its legal counsel regarding local laws, as they vary by jurisdiction, paying particular attention to both statutes of limitations and statutory and regulatory requirements to maintain originals or copies.

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Public Inspection

There are two documents that a tax-exempt organization must retain and make available for public inspection:

- The organization's original IRS Form 1023 – application for exempt status. This must be retained permanently.
- The organization's Form 990 or 990 EZ – annual information return. This should be kept for a minimum of seven years.

Part C of Section VI of the revised Form 990 asks each organization whether it makes these and other organizational documents available to the public through:

- its website,
- a third party website, or
- upon request.

A nonprofit is required to make Forms 1023 and 990 available for public inspection at its offices and must provide copies to the public upon request unless the forms are widely available on the Internet.

As a result, many nonprofits post their Form 990s on their websites. In addition, websites like www.Guidestar.org make most nonprofits' Form 990s available to the public. At this time the IRS has not stated that forms which are available on a third party website will meet its requirements.

Sample Policy

A sample document retention policy is attached to this notification. The sample policy may not be appropriate for every exempt organization. Your organization's

actual policy should be drafted in consultation with your legal counsel.

Additional Resources

You may find the following information helpful in reviewing your organization's good governance practices:

- Redesigned Form 990, Schedules and Instructions
<http://www.irs.gov/charities>
- Principles for Good Governance and Ethical Practice: A Guide for Charities and Foundations (October 2007)
<http://www.nonprofitpanel.org>
- Guide to Nonprofit Corporate Governance in the Wake of Sarbanes-Oxley, ABA Coordinating Committee on Nonprofit Governance, American Bar Association (2005)

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DOCUMENT RETENTION POLICY

[NAME OF ORGANIZATION]

ARTICLE I

PURPOSE

The purposes of this document retention policy are for [Name of Organization] (the "Organization") to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of the Organization.

ARTICLE II

POLICY

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, the Organization may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. The Organization expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the Organization informs you, that Organization records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories.

- (a) Organizational Documents. Organizational records include the Organization's articles of incorporation, by-laws and IRS Form 1023, Application for Exemption.

Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

- (b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Organization's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.
- (c) Employment Records/Personnel Records. State and federal statutes require the Organization to keep certain recruitment, employment and personnel information. The Organization should also keep personnel files that reflect performance reviews and any complaints brought against the Organization or individual employees under applicable state and federal statutes. The Organization should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.
- (d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the Organization's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the Organization.
- (e) Press Releases/Public Filings. The Organization should retain permanent copies of all press releases and publicly filed documents under the theory that the Organization should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Organization.
- (f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- (g) Marketing and Sales Documents. The Organization should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years.

An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

- (h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Organization and are protected as a trade secret where the Organization:

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- (i) derives independent economic value from the secrecy of the information;
and
- (ii) has taken affirmative steps to keep the information confidential.

The Organization should keep all documents designated as containing trade secret information for at least the life of the trade secret.

- (i) Contracts. Final, execution copies of all contracts entered into by the Organization should be retained. The Organization should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- (j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.
- (k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.
- (l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- (m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail. E-mail that needs to be saved should be either:

- (i) printed in hard copy and kept in the appropriate file; or
- (ii) downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Why Volunteer Job Descriptions Are So Important

No business or nonprofit would start hiring people before they figured out what they needed them to do. They write job descriptions in great detail because they are the blueprints for recruiting, managing and retaining employees.

The same principle applies to volunteers.

An incredibly useful tool, the volunteer job description helps your [volunteer recruitment efforts](#), the management of that volunteer, and retaining him or her. Setting expectations with a job description should be job number one for any volunteer manager.

A job description is not required for all volunteers, only those with complex long-term volunteer jobs where specialized training might be necessary. In those cases, it makes sense to handle those positions like you would a paid position. Each job description should explain the assignment, plus the skills, abilities, and interests necessary to perform the volunteer task successfully.

A volunteer job description isn't very different from one that you prepare for a paid employee. Clear expectations can help avoid a [host of problems, including legal ones](#).

What to Include in a Volunteer Job Description

There are many ways to write the position description, but here are some areas it should cover:

- 1. Job Title**

A descriptive title gives the volunteer a sense of identity and helps salaried staff and other volunteers understand this particular role.

- 2. Work Location**

Where will the individual be working? Can the work be done at home or a particular site?

- 3. Purpose of the Position**

How will the volunteer's work affect a project's [outcome](#), clients, or [mission](#)? State the expected impact for both direct service and administrative assignments so that volunteers understand how important they are to the organization.

4. **Responsibilities and Duties**

Explain the volunteer position's specific duties and obligations. Say clearly what is expected.

5. **Qualifications**

It pays to be very clear and concrete when listing qualifications for any volunteer position. Include education, personal characteristics, skills, abilities, and experience required.

6. **Commitment Expected**

How much time do you expect from the volunteer? Include length of service, hours per week, and hours per day. Include any special requirements such as weekend work.

7. **Training**

List what [training the volunteer will receive](#). Include general training that all positions require plus any position-specific training for this assignment.

Include the date of the description or the date that it was updated. List the volunteer supervisor's name and his/her contact information. Include information about how to get more information and whom to call if interested.

Sample of a Volunteer Job Description

Job Title: Day Chair

Purpose: The Day Chair serves as the receptionist for the Charles County Agency on Aging, supporting the Agency's mission of supporting the elderly population of Charles County. The Day Chair represents the agency to members of the public who visit its offices Monday, Weds, and Friday from 9 a.m. - 4 p.m.

Location: The Day Chair works in the public reception area of the agency's central office at 567 N. Oak St in Tulsa, OK.

Key Responsibilities:

- The Day Chair answers the phone and directs calls.
- Greets guests and directs them to other offices or locations.
- Answers questions about the agency and provides forms when necessary.
- Prints out a list of activities that take place that day at the agency's offices and satellite locations.
- Makes reminder phone calls to other volunteers who assigned to projects for the following day.
- Opens the mail and distributes it.
- Enters donations received by mail in the database.

- Proofreads brochure copy when time allows.
- Aids in the preparation of bulk mailings.
- Prepares correspondence as needed.
- Other duties as assigned.

Reports to Assistant Director of the Charles County Agency on Aging

The Length of Appointment: The Day Chair serves one day per week for three months. After three months, the Day Chair may be reappointed for another three months at the discretion of the supervisor. After six months, the person who serves as Day Chair may rotate to another position within the agency.

Time Commitment: One day per week (M, W, or F) for six hours (9-12 am and 1-4 pm), for a minimum of three months.

Qualifications: Basic knowledge of computer and data entry. Pleasant manner, patience, problem-solving ability, dependability.

Support: Training for this position will be provided. Also, the Assistant Director will be available for questions and assistance.

Age Requirement: None

Dress Code: Business Casual

Other categories you might want to include in a volunteer position description are:

- Certifications/licenses required, such as CPR Certification or a Commercial Drivers License.
- Development opportunities, such as training and promotion to other positions.
- Security checks required, such as criminal history check or fingerprint check.
- Benefits, such as a certificate of service, free parking, or tuition remission.

Volunteer job descriptions are not only for the good of the volunteer but to make sure there are no legal problems as well. [Volunteers love clear expectations, training, and consistency](#) from their volunteer managers.

Writing good job descriptions is just part of getting your nonprofit ready to receive and work with volunteers.

