



GOTCHER CONSULTING GROUP, LLC

Are you getting the most for your mission?

POLICIES & PROCEDURES WE LOVE

- Conflict of Interest
- Confidentiality
- Code of Conduct
- Insurance
 - Examples: D & O, General Liability, Non-Hired Auto
- Communications / Privacy / Social Media
 - Including a Crisis Communication Plan
- Financial Practices
 - Your Fiscal Year & How Books Are Balanced
 - Who Has Access to What
 - Donation Processing, Including In-Kind
 - Access to Accounts, Statements, Donor Info, & Organization Mail
 - Gift Acceptance Policy
 - Purchases and Reimbursement - Including Limits, & Bids From Vendors or Contractors
 - Earned Income & Other Fundraising Activities
 - Donor Bill of Rights
- HR : Human Resources
 - Background Checks
 - Whistleblower Policy
 - Equal Opportunity Employment
 - Behavior / Code of Conduct, & the Disciplinary Process
 - Position Descriptions and Schedule of Reviews

- Records Retention
- Current, Relevant BOD bylaws
- Grievance / Complaints Procedures
- Health and Safety : Emergency Situations, Incident Reporting, Etc.
- Anti-Everything (Harassment, Neglect/Abuse, Discrimination)

HOW GCG CAN HELP YOU

- Workshops to help nonprofit professionals & boards grow
- Strategic planning & fund development consulting
- The 90 minute agenda mover to coach leaders towards next-step clarity
- Copywriting & heavy editing to clarify your message in policies, grants, & more
- Interim leadership to relieve transition trauma, reassure staff, & uphold culture



VALERIE GOTCHER

I'm a responsible, curious learner with a 10-year track record as an Executive Director. Before you begin applying for grants, be sure you have most, if not MORE, of these policies in place!

I can help you create great policies!



CONTACT

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