



Recommended
Reading

**Organization
And
Skills Development**

**The Neighborhood Preservation
Coalition of New York State, Inc.**

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- **Giving Voice to Your Heart Toolkit Series**, Independent Sector. Single copy **free**. 10-Pack (same topic) \$10 Independent Sector Members/\$15 Nonmembers. Comprises of four toolkits featuring hands-on material and practical information to help nonprofits, foundations, and corporate philanthropy programs enhance communications and deal effectively with current issues. 1) **Toolkit on Messages and the Media**. 1998. Provides sample speeches, sample op-eds, and extensive tips on working with the media. 2) **Toolkit on Volunteering**. 1997. Includes advice on asking people to volunteer, tips for wise volunteering, camera-ready ads (with space for your organization to personalize), and a how-to guide for improving publicity for any organization. 3) **Toolkit on Trust**. 1997. Full of practical tips on organizational accountability, including a helpful checklist, suggestions for effectively dealing with typical myths about nonprofits, and a camera-ready column on trustworthiness. 4) **Toolkit on Giving**. 1998. Includes suggestions for using the “giving season” to communicate the value and role of philanthropy, a brief history of giving, tips on acknowledging donors, advice on being a good giver, and other easy-to-use references on giving.

- **The Nonprofit Lobbying Guide, Advocating Your Cause – and Getting Results**, Second Edition. Bobby Smucker. 1998. (Independent Sector.) \$12 Independent Sector Members/\$16 Nonmembers. Demonstrates the many ways nonprofits can use lobbying to advance their causes in federal, state and local legislatures. Provides jargon-free explanations of the laws governing lobbying limits, lobbying with private foundation and corporate grants, reporting to the IRS, and education efforts during a political campaign.

- **How Much Really is Tax Deductible?** Independent Sector. 1997. 28 pages. (Independent Sector.) \$5 Independent Sector Members/\$7 Nonmembers. A handbook to help nonprofit organizations and donors understand exactly how much is tax deductible for gifts, incentive programs, fund-raising events, athletic events, and other challenging situations. Updated with latest IRS requirements.

- **The Board Members Book**, Brian O’Connell. 1994. 198 pages. (Independent Sector.) \$17.95 Independent Sector Members/\$24.95 Nonmembers. A basic handbook on the roles of board members, volunteers, and staff, including advice on finding, developing, and rewarding good board members; recruiting and evaluating the executive director; effective fundraising and financial planning; and maintaining the public trust.

- **Nonprofit Management Series**, Brian O’Connell. 1988. (Independent Sector.) Nine booklets, 20 pages each. Complete set - \$24.50 Independent Sector Members/\$35 Nonmembers. Single Title - \$3.50 Independent Sector members/\$5 Nonmembers. 1)

The Role of the Board and Board Members. 2) Finding, Developing, and Rewarding Good Board Members. 3) Operating Good Committees. 4) Conducting Good Meetings. 5) The Roles and Relationships of the Chief Volunteer and Staff Officers, Board and Staff: Who Does What? 6) Recruiting, Encouraging and Evaluating the Chief Staff Officer. 7) Fundraising. 8) Budgeting and Financial Accountability. 9) Evaluating Results.

- ***Creating and Using Investment Policies: A Guide for Nonprofit Boards***, Robert P. Fry. 1997. 24 pages. (National Center for Nonprofit Boards.) \$12 NCNB Members/\$16 Nonmembers. Provides information necessary to increase the expertise of board and staff members handling a nonprofit's investments. Helps board members understand investing, spot and avoid shady investments, and safeguard nonprofit assets. In easy to understand language, the booklet explains: the basic of investing; how investing for a nonprofit is unique; how to work with an investment manager; and how to ensure appropriate board member involvement in investment management.
- ***Secrets of Successful Fundraising, The Best from the Nonprofit Pros***, Edited by Carol Weisman. 2000. 352 pages. (F.E. Robbins and Sons Press.) \$22.50 NCNB Members/\$29.95 Nonmembers. Available at National Center for Nonprofit Boards (NCNB). Experts share their secrets and suggestions for developing a fund-raising strategy guaranteed to yield results. Includes methods on how to get more comfortable with fundraising; options available to fundraisers; insight into the growing influence of cause-related marketing, internet fundraising, and social entrepreneurship; and tricks of the trade.
- ***Financial Responsibilities of the Nonprofit Board***, Andrew S. Lang. 1998. 40 pages. (National Center for Nonprofit Boards.) \$9 NCNB Members/\$12 Nonmembers. Designed to help board members understand their critical responsibilities in the key area of financial oversight. Written in non-technical language, this publication explains the important issues board members should address, including financial planning, reviewing the audit, and establishing accounting policies and procedures. Also describes the major financial roles in nonprofits including the treasurer, finance committee, and controller.
- ***The Legal Obligations of Nonprofit Boards***, Jacqueline Covey Leifer and Michael B. Glomb. Revised 1997. 32 pages. (National Center for Nonprofit Boards.) \$21 NCNB Members/\$28 Nonmembers. This booklet translates technical law into everyday language to help board members better understand their legal and fiduciary responsibilities. Includes new sections on the Lobbying Disclosure Act, the Volunteer Protection Act, private inurement, intermediate sanctions, and changes to the Internal Revenue Code that increase the obligation

of tax-exempt organizations to publicly disclose federal tax returns.

- **Chief Executive Compensation**, National Center for Nonprofit Boards. 1999. 20 pages. \$12 NCNB Members/\$16 Nonmembers. This guide discusses the factors that affect compensation including the organization's budget and staff size, the candidate's experience and abilities and the location of the organization. Board members will learn about employment contracts, bonuses, qualified retirement plans, and other benefits. Also included is a discussion of ways to determine compensation that comply with intermediate sanctions.

- **Nonprofit Board Answer Book, Practical Guidelines for Board Members and Chief Executives**, Robert C. Andringa and Ted W. Engstrom. 1998. 208 pages. (National Center for Nonprofit Boards.) \$22.50 NCNB Members/\$29.95 Nonmembers. This book covers a host of nonprofit board governance issues in an easy-to-follow, question-and-answer format. Includes: recruiting committed and active board members; involving your board in fundraising; defining responsibilities of the board chair, chief executive, and board members; showing a board member the door; stepping down – a dozen soul-searching questions for the chief executive; plus action steps, real-life examples, and worksheets.

- **Taking the High Road, A Guide to Effective and Legal Employment Practices for Nonprofits**, Jennifer Chandler Hauge and Melanie L. Herman. 1999. 217 pages. (Nonprofit Risk management Center.) \$45. This is first comprehensive guide to employment risk management for nonprofits. Issues addressed include: avoiding illegal discrimination; complying with the ADA; using CEO contracts; developing an employee handbook; conducting drug testing; complying with family and medical leave laws; and identifying exempt and non-exempt staff. Also included are helpful tables of state laws, which will help save time and resolve questions quickly.

- **Staff Screening Tool Kit, Building a Strong Foundation Through Careful Staffing**, Second Edition. John C. Patterson. 1998. 135 pages. (Nonprofit Risk Management Center.) \$30. This tool kit takes you through the hiring process step-by-step. Discover how to: tailor the screening process to address risk factors; avoid the risk of not screening thoroughly enough; protect the applicant's legal rights and your nonprofit from the threat of a lawsuit; apply the nine strategies for legal screening; conduct an FBI background check. Includes sample authorization forms, reference check forms, and a list of questions that might be asked of a reference. A handy appendix lists state contacts for criminal and child abuse checks.

- **Mission Accomplished, A Practical Guide to Risk**

Management for Nonprofits, Second Edition. Peggy M. Jackson et al. 1999. 78 pages. (Nonprofit Risk Management Center.) \$25. This is a concise, clear guide written for nonprofit staff and board members who may not have a background in risk management or insurance. You will learn: why every nonprofit needs a risk management program; how a nonprofit can control risk; how assets are affected when something goes wrong; and how to create a risk management program. Includes a chapter on special risks such as: risks of the information age; recruiting and supervising volunteers; serving vulnerable populations; and collaborating with others.

- ❑ **Keeping the Money Coming: A Step-by-Step Strategic Guide to Annual Fundraising**, Christine Graham. 1992. 127 pages. (Pineapple Press.) \$18.95. Available at the Center for Living Democracy. An excellent guide for the beginning non-profit or grassroots organization to learn the art of and difference between annual and membership campaigns. The author offers insight especially tailored to the local organization and the perspective of community-based strategies.
- ❑ **Strategic Planning for Public and Nonprofit Organizations: A Guide to Strengthening and Sustaining Organizational Achievement**, John M. Bryson. Revised 1995. 348 pages. (Jossey-Bass.) Available at the Center for Living Democracy. This edition sets the pace and combines information and tools for leadership and strategic planning for practitioners, consultants, researchers, and followers interested in the process and implementation of organizational strategic planning.
- ❑ **Facilitating With Ease! A Comprehensive Guide to the Practice of Facilitation**, Ingrid Bens. 1997. 203 pages. (Participative Dynamics.) Available at the Center for Living Democracy. Learn techniques for managing conflicts, building consensus, listening, and running effective meetings. A great resource that's easy to read, yet full of helpful strategies, tools and worksheets for becoming an excellent facilitator.
- ❑ **The Facilitator Excellence Handbook: Helping People Work Creatively and Productively Together**, Frans Rees. 1998. 256 pages. (Pfeiffer & Co.) \$39.95. Available at the Center for Living Democracy. This handbook details key methods, offers step-by-step instructions for facilitating, teaches skills and much more.
- ❑ **How to Conduct Your Own Survey**, Priscilla Salant and Don A. Dillman. 1994. 232 pages. (John Wiley & Sons.) Available at Planners Book Service. \$19.95 APA Members/\$21.95 Nonmembers. A helpful "how to" book for communities that don't have the funds to commission surveys. It translates technical concepts into ordinary language, making it

ideal for planners who lack the background in survey research. Stressing low-cost techniques, it addresses every facet of surveying, including whom to survey, how to phrase questions, and how to interpret results.

- **Resources: A Directory of New York City Directories**, Patricia A. Friedland and Rabina Naraine. 1996. 69 pages. (Community Service Society of New York.) 2000. \$9. Lists 151 directories and has an index of 61 subjects covering a broad spectrum of New York City services and information. Points to those both public and private organizations which have identified and filled specific information needs. Subjects include Adult Education, Aids, Day Care, Employment, Food Programs, Government, Health, Hospices, Housing, Meeting Rooms, Nursing Homes, Older Adults, Public Assistance, Social and Community Services, Transportation.

Publisher Contact Information:

1. Independent Sector
Tel. (888) 860-8118; Fax (301) 843-0159; www.indepsec.org
2. National Center for Nonprofit Boards
Tel. (800) 883-6262; (202) 452-6262; Fax (202) 452-6299; www.ncnb.org
3. Nonprofit Risk Management Center
Tel. (202) 785-3891; Fax (202) 296-0349; www.nonprofitrisk.org
4. Center for Living Democracy
Tel. (802) 254-1234; Fax (802) 254-1227; www.livingdemocracy.org
5. Planners Book Service (APA)
Tel. (312) 431-9100; Fax (312) 9985; www.planning.org
6. Community Service Society of New York (CSSNY)
Tel. (212) 254-8900; Fax (212) 260-6218; www.cssny.org

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