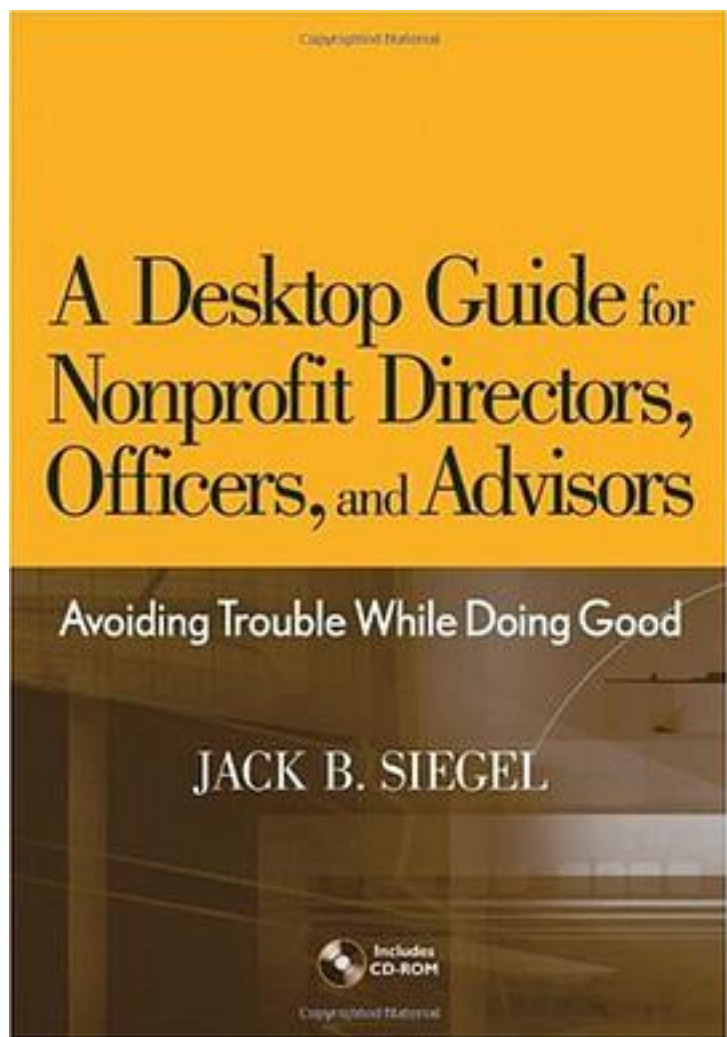# A Desktop Guide for Nonprofit Directors, Officers, and Advisors

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How to keep any nonprofit out of trouble, running smoothly, and accomplishing its mission

"Jack Siegel--lawyer, accountant, management consultant, and computer whiz--takes the putative director or officer of a nonprofit organization on a useful and often entertaining voyage throughout the realm of the tax-exempt organizations universe, pointing out its quirks, foibles, and legal liabilities along the way. His handbook will make mandatory--and arresting--reading for those who are already serving as trustees, directors, officers, and key employees of exempt organizations, particularly charitable ones. Siegel's goal, in which he succeeds, is to help directors and officers of nonprofit organizations 'make better decisions.' The book is full of large policy analyses and paragraphs on the details, such as board size, board committees, board meeting formats, the contents of minutes, and the duties of officers.

Salted with some excellent real-life examples, what also sets this book apart from most in its genre is the tone: the writing style, the brusqueness, the bluntness. He complains that too many directors 'check their good judgment at the boardroom door.' He advises individuals who 'desire agreement and demand adulation' to stay off boards; he insists on 'commitment' and 'institutional tension' with the executive director. He warns prospective directors that some organizations want, in addition to time and judgment, 'either your money or your ability to raise money.' To my delight, he extols the virtues of 'some level of expenditures' for qualified lawyers and accountants.

Please join me in adding this most helpful handbook to your nonprofit library."

--Bruce R. Hopkins, Attorney at Law, author of The Law of Tax-Exempt Organizations, Eighth Edition and Starting and Managing a Nonprofit Organization: A Legal Guide, Fourth Edition

From the Inside Flap

The first responsibility of nonprofit directors, officers, and managers is to make decisions that ensure that their organization's scarce resources are used in the most effective and efficient way possible to accomplish its mission. Failure to do so can be catastrophic, not only for the organization, but for the individuals responsible as well. When confronted, however, with the maze of complex regulations, shifting priorities, and remote but foreseeable risks that attend every nonprofit decision, how can anyone make such choices with confidence? A Desktop Guide for Nonprofit Directors, Officers, and Advisors offers a comprehensive overview of the legal, accounting, and financial issues that nonprofit directors and managers must grapple with every day. It provides the solid foundation that decision makers need to ask the right questions, understand the answers, and determine the best possible course of action in any situation. Author Jack Siegel explains the duties and responsibilities that come with the territory and shows readers how to read and analyze tax statements, obtain and maintain federal tax-exempt status, report and substantiate charitable contributions, and comply with state registration and reporting requirements, including Internet solicitation. Siegel also explores such issues as fundraising, pledges, and endowments; identifying and protecting against event and operational liabilities; director and officer indemnification and insurance; operational insurance; and risk management. Other important topics covered include: The effect of Sarbanes-Oxley reforms on nonprofit organizations The GAO audit standards Payments in lieu of taxes Form 990 The intermediate sanctions Evaluating an organization using a survey And much more Peppered with practical examples from a wide range of nonprofits, including social services agencies, schools, religious organizations, arts groups, museums, and foundations, A Desktop Guide for

Nonprofit Directors, Officers, and Advisors is the ultimate resource for anyone who wants to make better decisions, avoid both organizational and personal liabilities, and ensure that the nonprofit organization delivers on its promises to donors and regulators alike.

作者介绍:

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