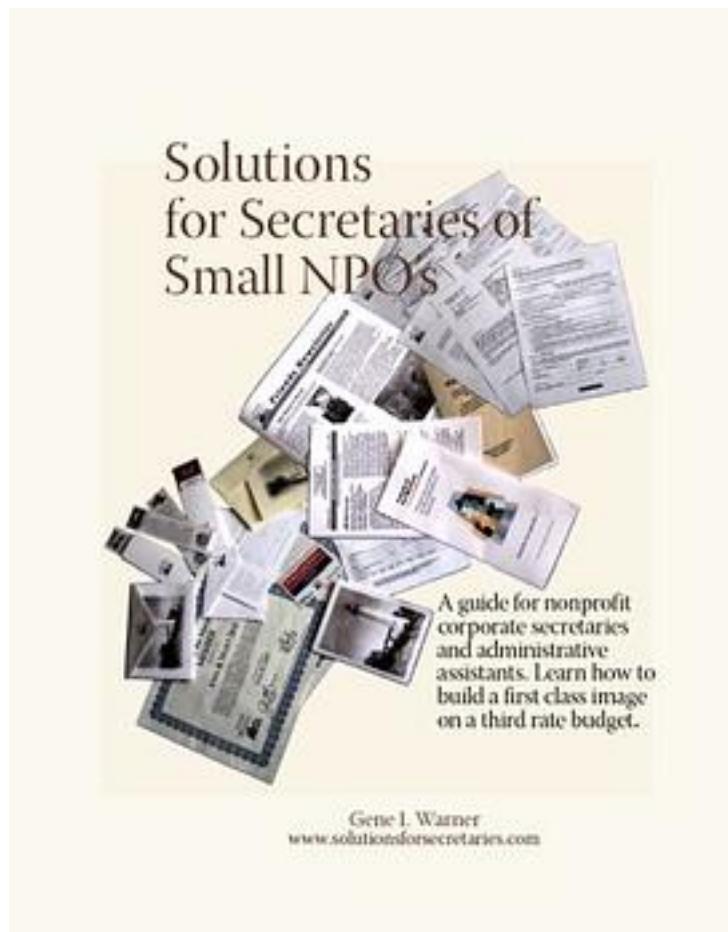


Solutions for Secretaries of Small NPO's



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A practical guide for volunteer secretaries of nonprofit organizations, with an emphasis on creating and maintaining a first class image, even with a third rate budget. Information includes how to form a nonprofit corporation and receive IRS recognition,

governance and parliamentary best practices, fundraising, membership recruitment and retention, volunteer recruitment, and practical approaches to the development of low cost but highly effective desktop publishing and graphics arts capabilities.

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