

Ethics and Fundraising
AFP Greater Toronto Chapter – January 17, 2007

Suggested Organizational Policies

Governance Policies

- Governance and Governance Assessment
- Role of Officers
- Financial Accountability
- Conflict of Interest
- Confidentiality
- Code of Conduct
- Risk Management
- Planning – Strategic, Annual Operating Plan, Planning Cycle
- Board/Committee – Staff Relationship
- Appointment of Executive Director/CEO
- Executive Authority
- Executive Director/CEO Performance Evaluation

Financial Management Policies

- Investment Policy – Long Term, Short Term, Securities
- Funds, Fund Types and Criteria for Naming
- Managed Funds
- Administrative Fee
- Authorization
- Donation Recording and Receipting
- Expense Reimbursement
- Financial Operations

Donor and Gift Management Policies

- Gift Acceptance
- Donor Direction
- Donor Services
- Donor Recognition
- Donation Types – e.g. Gifts of Securities

Grant Management Policies

- Disbursement of Funds
- Granting

General Policies

- Community Representation and Media Communications
- Volunteer Recognition
- Special Leadership Initiatives
- Human Resources – e.g. hiring, expenses and allowances, leaves, holidays, vacation, compensation, payroll administration, discipline and termination, occupational health and safety, workplace diversity
- Privacy of Personal Information and Electronic Records

Source: Community Foundations of Canada: Policy Guidelines and Template Manual (2004)