

# GREAT RESOURCES & READS

## Understanding your Legal Framework

**The Muttart Foundation** – Understanding your Corporate Documents

<https://www.muttart.org/wp-content/uploads/2015/11/Understanding-Your-Corporate-Documents-2014.pdf>

**The Muttart Foundation** – Organizing your Corporate Documents

<https://www.muttart.org/wp-content/uploads/2015/11/Organizing-Your-Corporate-Documents-2014.pdf>

## Bylaws

**The Muttart Foundation** – Drafting & Revising Bylaws for Not-for-Profit Organizations in Alberta

<https://www.muttart.org/wp-content/uploads/2015/11/Drafting-and-Revising-Bylaws-2009.pdf>

## Vision, Mission and Values

**Top Nonprofits** - Guide to Creating Mission and Vision Statements

<https://topnonprofits.com/vision-mission/>

## Strategic Planning

**TCC Group** – Solutions for Social Impact

<https://www.tccgrp.com/resource/ten-keys-to-successful-strategic-planning-for-nonprofit-and-foundation-leader/>

## Effective Meetings

**Governing Good Website** – Tips for Improving Meetings, Chairing Board Meetings, In-Camera Board Sessions, A Guide to Great Board Minutes

<http://www.governinggood.ca/>

<http://www.governinggood.ca/resources/governance-guides-dalhousie-collection/>

## Working as a Team

**Claros Group - Team Charter**

<http://www.clarogroup.com/jumpstart.pdf>

### Position Descriptions

**Governing Good Website** – Guides, Sample policies and tools

<http://www.governinggood.ca/resources/sample-policies-dalhousie-collection/>

### Communication

**Governing Good Website** – Guides, Sample policies and tools

<http://www.governinggood.ca/resources/governance-guides-dalhousie-collection/>

## Financial Management

**The Muttart Foundation** – Financial Responsibilities of Not-For-Profit Boards – Note: The name of various legislation referenced in the workbook is out of date but the content is still relevant. Check your incorporating legislation for details on financial obligations.

<https://www.muttart.org/wp-content/uploads/2015/11/Financial-Responsibilities-2008.pdf>

**CPA – Chartered Professional Accountants Canada** - A guide to financial statements for not-for-profit organizations (NFPs): Questions for directors

<https://www.cpacanada.ca/en/business-and-accounting-resources/strategy-risk-and-governance/not-for-profit-governance/publications/nfp-financial-statements-guide-directors-questions>

## Risk Management

**CPA – Chartered Professional Accountants Canada** - 20 questions not-for-profit board directors should ask about overseeing management of risk

<https://www.cpacanada.ca/en/business-and-accounting-resources/strategy-risk-and-governance/not-for-profit-governance/publications/20-questions-for-nfp-directors-on-risk-management>

**Imagine Canada – Sector Source**

<http://sectorsource.ca/managing-organization/risk-management/risk-management-basics>

## Succession Planning

**Imagine Canada Sector Source**

<http://www.imaginecanada.ca/blog/succession-planning-made-easy>

## Planning Your Year

Example of Planning Calendars

<http://www.governinggood.ca/resources/governance-guides-dalhousie-collection/>

## Managing Conflict of Interest

[https://acfid.asn.au/sites/site.acfid/files/resource\\_document/Managing-Conflict-of-Interest-Situations.pdf](https://acfid.asn.au/sites/site.acfid/files/resource_document/Managing-Conflict-of-Interest-Situations.pdf)

## General Governance Resources

**CPA – Chartered Professional Accountants Canada**

<https://www.cpacanada.ca/en/business-and-accounting-resources/strategy-risk-and-governance/not-for-profit-governance>