



**CATALYSTS<sup>x</sup>**

## The Basics of Running a Non Profit

Once your nonprofit is started, these are the main tasks involved in keeping it running.

### PROVINCIAL

- Annual Report for corporation with YOUR province
- Annual Renewal for charitable organization

### FEDERAL

- Annual filing of IRS Form 990 (due 4½ months after your fiscal year ends)

### PEOPLE

- Regular board meetings — at least every other month
- Annual meeting if a membership organization
- Board recruitment and selection process
- Review of policies
  - Document retention
  - Conflict of interest
  - Committee charters
  - Board member job descriptions
  - Officer job descriptions

### PLANNING

- Annual work plan
- Strategic plan on a regular cycle (2-5 years is typical)

### OPERATIONS

- Review financial controls
- Review risk factors
- Review insurance
- Review staff job descriptions