

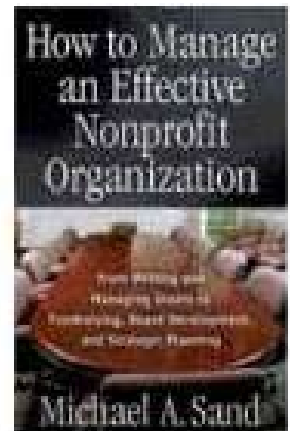


Look At This Book: How to Manage an Effective Nonprofit Organization

By Michelle M. Sears, Director of Client Relations

Managing a community based organization can be challenging; especially in today's economic state. "How to Manage an Effective Nonprofit Organization", by Michael A. Sand outlines how to tackle everyday issues in an easy-to-follow book to help ease nonprofit's challenges. The book is full of great advice to conquer the management and leadership concerns nonprofits encounter.

Each chapter is broken down into an outline format with bullet points and headlines that make the information easy to process and applicable to the situation you might currently be facing. Every chapter focuses on one "key element" that Sand considers crucial to managing an excellent nonprofit organization. The nine chapters will teach you how to approach basic nonprofit management, how to recruit, maintain, and manage a productive board, how to prepare grants and manage grant funding, and how to hire, supervise and fire staff members and volunteers.



Chapter One focuses on the key element of an effective board of directors. The first basic step to become a successful nonprofit is to have a strong backbone; an effective board of directors. They are responsible for determining policies, carrying out those policies, and hiring the right people to implement these policies. The chapter outlines the criteria Sand believes each board should follow to function effectively. For example, some of the bullet points from the chapter include:

1. The nonprofit organization's bylaws should be current, followed, and designed to meet the needs of the organization.
2. Specific organized procedures need to be in place for recruiting excellent board members.
3. Every board member must know their responsibilities and carry them out effectively. Each bullet point is then explained in great detail as to how they can be accomplished.

To wrap up the book, Sands makes a fact sheet that includes the most commonly asked questions and answers from his workshop sessions. His responses are detailed and document specific instances he has faced throughout his career. This book is a must read for any nonprofit organization who wants to touch up on the basics of nonprofit management, as well as to be made aware of the not so obvious factors that go into running a nonprofit. The wealth of information provided in this book will help your nonprofit organization refresh and refocus your core values to achieve your mission more effectively.

Source: Sand, Michael A. [How to Manage an Effective Nonprofit Organization](#). Franklin Lakes, NJ: 2005.