



Fundraising Policies & Procedures

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Conflict of Interest Policy

The standard of behavior at the Frederick Rescue Mission is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of the Frederick Rescue Mission on the one hand, and personal, professional, and business interests on the other.

I understand that the purposes of this policy are to protect the integrity of the Frederick Rescue Mission's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Employee Signature

Date

Whistleblower Protection Policy

The Frederick Rescue Mission prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, the Mission has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any employee who becomes aware of any violation of federal, state, or local law or regulation, or any financial wrongdoing, should immediately report the violation to the Board President to allow the organization to investigate and, if applicable, correct the situation or condition.

If the Board President is involved or is believed to be involved in the matter being reported, employees may, in the alternative, make a report to the Board Vice President. The President and or Vice President will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

“Financial wrongdoing” may include, but is not limited to:

- questionable accounting practices;
- fraud or deliberate error in financial statements or recordkeeping;
- deficiencies of internal accounting controls;
- misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions).

If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to the Organization, the Organization’s legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is the Organization’s policy that there will be no retaliation taken against the volunteer/employee.

Volunteers/employees are reminded of the importance of keeping financial matters confidential. Volunteers/employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Board President.

All Whistle Blowers concerns should be addressed to:

John Dallavalle – President/BOD
C/O Dallavalle & Company, CPA
7360 Guilford Dr Ste 203
Frederick, MD 21704

Or:

Dan Ryan – Vice President/BOD
C/O Dan Ryan Builders, Inc.
60 Thomas Johnson Drive
Frederick, MD 21705-3389

Records Retention Policy/Guidelines

Proper maintenance of corporate documents and records is critical from both a management and a legal perspective. An organization's preparedness for financial or IRS audit, legal action and/or response, and public inquiry, loss by theft or natural catastrophe, among other things, depends largely on keeping accurate records for as long as necessary. Deliberate destruction of Frederick Rescue Mission, Inc. records to hinder an investigation or in violation of these guidelines may be prosecuted to the fullest extent of the law. Although the retention of e-mails is not presently required, no e-mail correspondence with any party in any active investigation may be deleted until the investigation is closed and permission is given for deletion.

The following is a listing of required retention times for several types of Frederick Rescue Mission, Inc. corporate records. The list is categorized according to the recommended length of time to retain certain documents. It is not a complete listing but a general overview.

Legal

Articles of Incorporation and Certificate	Permanent
Organization Bylaws, Original and All Amendments	Permanent
Tax Exempt Designation Letter	Permanent
IRS Examinations – rulings, findings, comments	Permanent
Litigations	Permanent
Board of Directors Meeting Minutes	Permanent
Insurance policies, claims, accidents, and fire inspections	20 years
Contracts – Leases (after completion date)	10 years
Annual Corporate Report to State	7 years
Annual Roster of Board of Directors	4 years

Accounting

Year-end Investment Statements	Permanent
Audited Year-end Financial Statements	Permanent
Depreciation Schedules	20 years
IRS Form 990 /Tax Forms (Federal & State)	20 years
Bank Statements, Cancelled Checks, Vendor Invoices	7years
Donor Contributions	7 years
Accounts' Payable & Receivables / Ledges & Schedules	7 years

Clients

Beacon House	5 Years
Faith House	5 Years

Programs & Events

Correspondence, Invitations, Disbursement Logs, Inventory Tracking and etc.	As desired for historical value
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Process for Determining Executive Director Compensation

The Executive Director of Frederick Rescue Mission, Inc. (the “Nonprofit”) is the principal representative of Frederick Rescue Mission, and the person responsible for the efficient operation of the Nonprofit. Therefore, it is the desire of the Nonprofit to provide a fair yet reasonable and not excessive compensation for the Executive Director.

The annual process for determining compensation is as follows: The Nonprofit’s Executive Committee shall annually evaluate the Executive Director on his/her performance, and ask for his/her input on matters of performance and compensation.

Board Approval. The Executive Committee will obtain research and information to make a recommendation to the full board for the compensation (salary and benefits) of the Executive Director based on a review of comparability data. For example, the Executive Committee will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. This data may include the following:

1. Salary and benefit compensation studies by independent sources;
2. Written job offers for positions at similar organizations;
3. Documented telephone calls about similar positions at both nonprofit and for-profit organizations; and
4. Information obtained from the IRS Form 990 filings of similar organizations.

Concurrent Documentation. To approve the compensation for the Executive Director the board must document how it reached its decisions, including the data on which it relied, in minutes of the meeting during which the compensation was approved. Documentation will include:

- a) A description of the compensation and benefits and the date it was approved;
- b) The members of the board who were present during the discussion about compensation and benefits, and the results of the vote;
- c) A description of the comparability data relied upon and how the data was obtained; and
- d) Any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation by anyone who is otherwise a member of the board but who had a conflict of interest with respect to the decision on the compensation and benefits.

Independence in Setting Compensation: The Chair of the board of directors, who is a volunteer and not compensated by the Nonprofit, will operate independently without undue influence from the Executive Director.

No member of the Executive Committee will be a staff member, the relative of a staff member, or have any relationship with staff that could present a conflict of interest.

Date approved:

Board Members Job Description/Are Not Compensated

Job Description - Frederick Rescue Mission Board of Directors

Title: Member, Frederick Rescue Mission Board of Directors

Purpose: To determine mission, purpose, policies, procedures and regulations for the conduct of the Frederick Rescue Mission; to raise funds to finance the Mission and its programs and to ensure financial solvency; monitor organizational performance; support and foster the mission of Frederick Rescue Mission

Term: Three years. One-year renewals optional upon board approval.

Compensation: NONE – The Frederick Rescue Mission, Inc. shall be governed by a totally volunteer board of directors.

Meeting

Attendance: Twelve board meetings per year, annual board planning retreat, committee meetings as required, special events and activities as announced

Responsible

To: Frederick Rescue Mission Board Officers

Resignation: In writing to the Frederick Rescue Mission Board President

Responsibilities and Powers of the Board of Directors:

- Articulate and approve the mission, purpose and vision of the Frederick Rescue Mission
- Approve organizational goals and objectives and monitor the quality of program services against them
- Establish policies for administering program services in line with the mission of the organization
- Employ, support and evaluate the performance of the Executive Director
- Secure adequate funds to support the Mission's budget to accomplish mission and goals by mobilizing board, staff and volunteer forces for active participation in fundraising
- Ensure that the financial and business affairs of the Mission are conducted on a responsible basis in accordance with established policies to maintain good stewardship practices and organizational solvency
- Conduct, implement and evaluate long-range planning in line with the mission of the organization; planning process usually conducted at an annual retreat
- Enhance the organization's public image
- Assess board performance
- Select, recruit and develop new board members

Specific Duties of Frederick Rescue Mission Board Members:

- Attend and participate in all regular and special board meetings, committee meetings and special events
- Participate on at least one board committee
- Assume leadership in Mission fundraising efforts by making a personal contribution, identifying and cultivating donor prospects, soliciting individual gifts, participating in a fundraising activity and/or actively supporting a grant application leading to \$500 in additional support for the organization (this requirement monitored and reported by staff and enforced by board officers)
- Assume board leadership responsibilities as requested (committee chair, co-chair, officer, etc.)
- Represent the Mission to constituencies and the community in coordination with the Executive Director
- Participate in fundraising campaigns
- Be informed about programs, policies, services and homelessness issues and the clients served by the Frederick Rescue Mission
- Demonstrate a clear commitment to the mission of the organization
- Commit a minimum of eight to ten hours per month

Written Board Policy on Performance and Effectiveness Assessment

The board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. To that end, the board has established the following processes.

- Once a year, at the annual Board Retreat, the board will conduct a self-evaluation.
- Executive Director presents the Board with monthly reports which are comprised of report summaries from each individual ministry/department. These reports are re-evaluated at the Board Retreat.
- At the annual Board Retreat members assess progress made on preceding years goals and objectives - upcoming goals and objectives are set based on community needs, FRM capacity to meet needs, as well as progress made on prior year's goals and objectives.
- The Board's performance may be based on achieving annual goals and objectives while maintaining the responsibilities, powers, and duties of the Board as outlined in the BOD job description.

Mailing List Policy

Frederick Rescue Mission, Inc. hereby establishes this policy with regards to the sharing of its donor contact information.

- The Frederick Rescue Mission, Inc will never authorize release of the home or business addresses, email addresses, phone/fax numbers of members to outside organizations for any purpose.
- The Frederick Rescue Mission, Inc. will abide by the legal requirement to respect all “do not mail” and “do not email” restrictions as coded in the donor database and shall not include these donors on any mail/email lists.
- The organization shall designate the Fundraising & Development with oversight by the Director of Development to coordinate all requests for mailing lists to ensure that there are no duplications or omissions. This designation shall be authorized to approve “content” of material to be mailed to the mailing list and to forward questionable content to the Executive Director for final approval. The organization reserves the right to refuse any request for the organization’s mailing list.