

CBPRO Glossary

Term	Definition
Leadership and Decision Making	
Duty of Care	Board directors and officers must “exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances.”
Best Practice	Organizational procedures that are accepted as the most effective/successful
Community of Practice	A group of people in the nonprofit sector interacting regularly to build relationships, share tools and insights and collaborate to address issues and adapt to new changes
Equity, Diversity, and Inclusion	Internal policies and programs that promote the representation and participation of different groups of individuals and stakeholders
Organizational Governance	The leadership roles, structures, and procedures of the organization
Policy/Governance Board	Board of Directors will not be involved in the day-to-day operations of the organization, but will provide necessary guidance and establish policy that allows the Executive Director to fulfill this obligation, on their behalf
Working/Operational Board	Board of Directors are actively participating in the organization's daily activities. It is a governing board with additional responsibilities: Directors perform their strategic and fiduciary duties as well as participate in the organization's day-to-day functions
Fiduciary Responsibilities	Board of Directors is responsible for looking after the best interests of the organization
Legal Responsibilities	A board member must bear in mind that they are accountable to the inhabitants of the local services board for decisions made by the board including responsibility for the management of funds entrusted to the board and should be attentive to the manner in which funds are safeguarded, how financial data is recorded, and how it is disclosed to the public.
Strategic Plan	The formal process an organization creates to accomplish their goals and objectives for a certain time period (ex. 1,3,5 year plans). It's often a guiding document that is used to turn goals into actions.
Risk Management	a discipline for dealing with the possibility that some future event will cause harm. It provides

	strategies, techniques, and an approach to recognizing and confronting any threat faced by an organization in fulfilling its mission
Compliance	Nonprofit compliance is the process of providing reasonable assurance that your organization obeys applicable laws, contracts, and commitments
Tokenism	something that a person or organization does that seems to support or help a group of people who are treated unfairly in society, such as giving a member of that group an important or public position, but which is not meant to make changes that would help that group of people in a lasting way
Marginalized Groups	These include Indigenous people, immigrants, refugees, individuals who identify as members of ethno-cultural, Black and other racialized populations, LGBTQ2S people, persons with disabilities, people experiencing homelessness, children and youth in care, people living in institutions and people living in remote areas
Leadership	Leadership is the ability of an individual to influence, motivate, and enable others to contribute to the organization's success
Management	The role of management is to control a group or group of individuals in order to achieve a specified objective.
Organizational Structure	An organizational structure is a system that outlines how certain activities are directed in order to achieve the goals of an organization. These activities can include rules, roles, and responsibilities. The organizational structure also determines how information flows between levels within the company.
Financial Management	
Generally Accepted Accounting Principles	
Community Collaboration and Meeting Community Needs	
Community Engagement	
Collaboration	
Program Delivery and Evaluation	
Process Evaluation	Process Evaluation determines whether program activities have been implemented as intended and resulted in certain outputs and understanding who the services were delivered to and how.

Outcome Evaluation	Outcome Evaluation assesses the effectiveness of a program in producing change and whether or not the intended outcomes were achieved.
Inputs	
Outputs	
Navigating the Funding Landscape	
IRCC's CORE Lens and Understanding Funding Guidelines	
Using Data Effectively	
Proposal Writing	
Project Management	
Managing Funds and Meeting Contract Deliverables	
Reporting	
Reporting	Creation of reports for the IRCC that focus on the progress of objectives, outputs and outcomes outlined in your Contribution Agreement with the IRCC are met within the negotiated timeframes; includes statistical and narrative reporting
Narrative Reporting	Narrative reports are used to describe progress on activities, provide context to statistical information collected in Immigration Contribution Agreement Reporting Environment (iCARE), and outline concerns, challenges or changes that may impact the success of your program.
Statistical Reporting	