

Session Descriptions

Keynote Workshop: 9:00 am – 10:30 am

Succession Planning for Non-Profits: *Managing Leadership Transitions for Board and Staff*

Join fellow board members and senior staff for this interactive and practical session on creating smooth leadership transitions in your nonprofit. Learn 7 simple strategies to create board member engagement that will ensure your members willingly step up into leadership roles. For nonprofits with paid senior managers, we will discuss tips for how to be ready *in advance* of inevitable management transitions. On the list of hot topics for this session is also why a healthy amount of board turnover and (hotly debated) term limits for board members actually work to your nonprofit's advantage! Don't forget to bring a few questions for our board governance expert, Paula MacLean and she'll ensure to answer questions either during or after this keynote session.

Breakout Sessions: 11:00 am – 12:30 pm

Board Basics: *What Does Good Governance Look Like?*

Boards function most effectively when everyone on the board knows what their responsibilities are and what is expected of them. Join us for an interactive session to learn more about:

- Legal landscape of non-profit organizations
- Key roles and core responsibilities of board members
- Skills and qualities of effective boards

A toolkit filled with practical resources for boards will also be provided at the conclusion of the session.

Creating Board Engagement Across Generations

Board balance and diversity, including generational diversity are key best practices for today's nonprofits. Learn how boards that are comprised of three (or even four) generations can create a strong foundation for your organization for years to come. You might be surprised to discover that why we volunteer and what we need to get back from our volunteer work is not very different across generations. Come prepared to engage in a conversation about strategies and tips for how to create a vital and engaged board with members aged 18 to 88!

Demystifying Financial Statements

For current or prospective board members with limited experience in reading and understanding financial statements, this workshop will step you through the fundamental of non-profit board financial reporting. Back by popular demand, Coreen will help participants learn how to read and use balance and income statements and how to use this information in decision making.

Effective Meetings: *The Art of Time Well Spent*

Have you ever left a meeting and thought to yourself "Why did we meet, anyway?" This workshop will provide information, resources, and an opportunity for board members to learn from each other on what makes a productive meeting. Join us to learn more about how to structure and run an effective meeting where the agenda is managed in a timely fashion, decisions are made effectively, and everyone understands their roles and expectations.

Breakout Sessions: 1:30 pm – 3:00 pm

Bylaws, Policies and Procedures: *What's the Difference?*

Written guidelines for the governance of your organization can save you and your board time and energy, but sometimes it is hard to know what information should go in which documents. What are the differences between policies and bylaws? What about objects, and procedures? How do you ensure that what you have on file is adequate and useful? This session will provide practical tips to help your board function more smoothly.

Beyond Diversity: Building Inclusive and Effective Organizations

In this session, we will clarify the terms “diversity” and “inclusion” and discuss why striving to be inclusive makes us more effective in achieving our missions. We will undertake a self-assessment to understand how we can better serve our communities and begin the process of being more inclusive in many facets of our organization.

Boards with Staff: Roles and Relationships

Boards carry the ultimate responsibility and direction for the organization’s progress by establishing, directing and influencing the implementation of policy. The senior staff person in the organization, often an Executive Director, is the employee of the board and is responsible for managing and implementing the policy direction established by the board. It is not unusual for roles to become less than clear, or for board-staff relationships to lack the clarity and understanding necessary for an effective board/staff partnership. This session will include learning, discussion, and exploration of these critical roles and relationships. Participants will also have an opportunity to participate in some hands-on discussions to stretch their thinking.

Fueling Your Mission: Proven Fundraising Strategies, Sources and Tips

Your non-profit does amazing work – thank you! Do you have enough resources to sustain your efforts and grow? Join Mick Mulloy of ViTreo Group to learn about proven strategies, best practices and tips to secure the vital funding you need. This interactive session will give you an understanding of different funding sources and how to access them, donor motivations, the fundraising process and a working plan to move forward confidently. Prepare to be inspired, have fun while learning and be ready to make a difference when you leave.