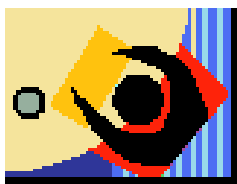


# VOLUNTEER

## PROGRAM OBJECTIVES

- ◆ To provide participants with a thorough understanding of the diverse aspects of nonprofit organizations;
  - ◆ Develop unique skills necessary to be and/or lead effective nonprofit board volunteers.
  - ◆ Provide a board internship and mentoring experience at one of several hundred local nonprofit organizations.
- ◆ To provide business professionals and companies throughout the Southwest Ohio region the opportunity to become engaged in their communities.
- ◆ To provide Southwest Ohio area nonprofit organizations with skilled board members.

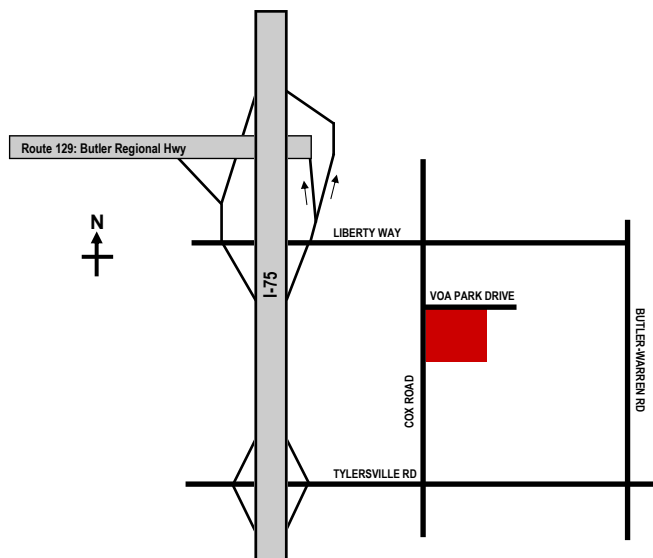


## WHO SHOULD ATTEND

- ◆ Persons interested in becoming an active board member
- ◆ Current board members seeking to enhance their skills
- ◆ Nonprofit senior staff striving to implement innovative board trends and best practices

## DATES/TIMES/LOCATION

- ◆ Six Tuesdays, March 16-April 20, 2010
- ◆ 6-9 p.m.
- ◆ Networking with board members and light dinner provided at 5:30 p.m.
- ◆ Miami University Voice of America Learning Center, 7847 VOA Park Drive, West Chester



## APPLICATION PROCESS

1. Complete the online application: [www.muohio.edu/cci](http://www.muohio.edu/cci)
2. Attach resume
3. Include \$695 payment (MasterCard, Visa, Purchase Order, or Check made payable to Miami University)
4. Apply early - space is limited to 16.

**APPLICATION DEADLINE:** February 16, 2010

Required Course Pre-Work (Information provided with acceptance letter.)

1. Complete DiSC Profile online by March 9th
2. Review board development materials by March 16th

## BOARD PLACEMENT & CERTIFICATE

Graduates receive a 1.8 Miami University CEU Certificate and will be placed in board positions at selected organizations that balance their interests and skills with the organization's needs and mission. Highly successful board member mentors are made available to offer their expertise.

## SUSTAINING SPONSOR:



Ohio  
Casualty™

Member of Liberty Mutual Group

## NONPROFIT BOARD LEADERSHIP CERTIFICATE PROGRAM



**LIVE UNITED**   
Butler County United Way

**CORPORATE COMMUNITY**  
INSTITUTE  
MIAMI UNIVERSITY

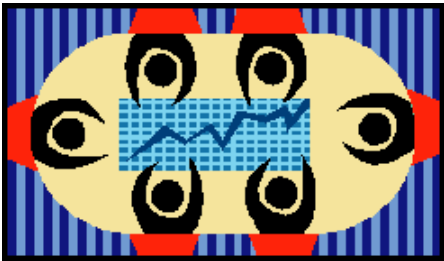
Butler County United Way  
513.863.0800  
[www.bc-unitedway.org](http://www.bc-unitedway.org)

Miami University Corporate &  
Community Institute  
513.727.3382  
[www.muohio.edu/cci](http://www.muohio.edu/cci)

## Are you ♦ ♦ ♦

- ◆ Interested in developing leadership skills while helping to govern one of our area's nonprofit organizations?
- ◆ Looking for ways to keep value in your life while giving back to the community?

**Community organizations are facing enormous challenges and are seeking energetic, talented and qualified leaders to achieve their mission.**



**Join us this spring and learn, from the experts, how to contribute to the success of nonprofit organizations.**

The program has been developed jointly by Miami University's Corporate & Community Institute and the Butler County United Way to provide you with the foundation and comprehensive knowledge base needed to be an outstanding nonprofit board member.

*A detailed training manual with program information, PowerPoint presentations, pertinent articles and other support materials will be provided to all participants.*

### SESSION I: BOARD GOVERNANCE

March 16, 2010

Presenters: Maureen Noe,  
Butler County United Way  
Bruce Jewett, BCDJFS  
Deb Crane, Vineyard Eastgate  
Community Church

- ◆ Present and Future Challenges
- ◆ Language of Nonprofits
- ◆ Governance: Operational vs. Policy Board
- ◆ Code of Regulation (bylaws), Ethics and Diversity

Nonprofit organizations are governed by boards with legal, ethical and fiduciary responsibilities. Board Members are obligated to make sure the organization's fiscal and legal mandates are met. Examine the role of nonprofit boards and explore the responsibilities, requirements and duties of individual members.

### SESSION II: LEADERSHIP

March 23, 2010

Presenter: Brenda Corbett, Sherpa Coaching

- ◆ Leadership Skills
- ◆ Communication Skills
- ◆ Conflict Management
- ◆ Team Building and Group Dynamics

Learn how to adapt your leadership style and skills to the unique challenges in a nonprofit setting by understanding your interaction style and that of others (DiSC Profile). Identify critical characteristics of high performance groups; explore the core functions of teams and learn strategies that build collaboration.

### SESSION III: VISION

March 30, 2010

Presenters: Neil Cohen, Hamilton Scrap  
Mike Lair, Lair Learning Alliance

- ◆ Strategic Planning
- ◆ Succession Planning
- ◆ Effective Collaborations and Strategic Alliances

Gain a clear understanding of the unique strategic planning process needed in the nonprofit organization to create a relevant, realistic and flexible plan. Review a product mix to make sure it matches the mission, established goals and strategies. Examine the role pro-active succession planning plays in ensuring the future of a nonprofit organization. Explore models for collaboration that maximize resources and forward the mission.

### SESSION IV: BUSINESS ACUMEN

April 6, 2010

Presenters: Kathy Lasher, Graydon Head  
Matt Lake, Graydon Head  
Brian Todd, Clark, Schaffer, Hackett

- ◆ Financial Management for Nonprofits
- ◆ Legal Responsibilities
- ◆ Tax and Insurance Issues
- ◆ HR Responsibilities

Become knowledgeable about financial principles and nonprofit requirements including tax exempt status, conflicts of interest, and other legal compliance issues surrounding board, staff and financial operations. Discussion will include the fiscal cycle; budgets, accounting, financial statements, and audits. Review roles, responsibilities, systems, and standards for achieving multiple objectives and assuring fiscal, legal and personnel accountability.

### SESSION V: STEWARDSHIP

April 13, 2010

Presenters: Kirk Bogard, Miami University  
Kerry & Mike Murray,  
Murray Multimedia Resources

- ◆ Resource Development—People, Money, Voice
- ◆ Marketing, Media Relations and Crisis Management

Explore the critical role volunteers play and the importance of implementing a comprehensive training, coaching, evaluation and recognition program. Learn the principles and methods of effective fundraising. Gain an understanding of marketing principles. Explore how to manage a crisis situation. Examine the necessity of integrating marketing and public relations strategies with fundraising.

### SESSION VI: CONNECTIONS

April 20, 2010

Presenters: Suzanne Prescott, Butler County  
Educational Service Center  
Neil Cohen, Hamilton Scrap

- ◆ "Bridges Out of Poverty" Book Discussion
- ◆ Connecting to Nonprofits—Where is Your Passion?
- ◆ GRADUATION

Learn the hidden rules that keep people in poverty that may challenge your stereotypes. Gain insight into middle class norms that define our every day systems. Complete the nonprofit board assessment checklist to determine the right organizational fit, optimizing your time and talents.