Organizational Excellence!

Bob Harris, CAE, has 25+ year of experience with associations, chambers and other nonprofits. His seminars are interactive, focused on core-knowledge and organizational (realistic) capacity and utilize case studies, trends and headlines for board orientation, training, strategic planning, staff training and consulting. He is the author of *Association Management 101 Online®*, creator of the *Association Self-auditing Process®* and co-author of *Building an Association Management Company*.

**Friday, March 7, 2014 - 8:00-11:30 a.m.**

8:30-10:00 a.m. **Smart Practices for Boards and Committees** – We rely on volunteers to advance the mission and serve a governance role. Though not all leaders understand their responsibilities, preferring to dabble in management, miss meetings or cause distractions. From training boards around the world, Bob will share tools and smart practices for board orientation, and board and committee meetings. Registrants will receive a copy of the laminated Board Responsibilities guide, and the How to Make a Motion bookmark and the Facilitator’s Guide to Board Orientation.

10:15-11:30 a.m. **Strategic Planning** – the Key to Successful Organizations – The 5th most important document in an association is a well drafted strategic plan. It should be a guide for the leadership and staff, a tool for committees, and compelling to members and stakeholders. If you are without a plan or simply stored it on a shelf, this is a session to reacquaint you with your plan or prepare you for the annual retreat. Registrants will receive a copy of Strategic Planning Toolkit. Anyone wanting Bob to comment on their existing plan should bring a copy to the seminar.

**Location:** Embassy Suites Hotel and Conference Center  
2501 Conference Dr.  
Norman, OK 73069  
**Cost:** $35 members; $70 nonmembers *(ideal for execs, CAEs, all levels of staff)*

*Register online at [www.ok-osae.org](http://www.ok-osae.org)*