You are invited to attend a special professional development seminar just for you!

“Your session is the most practical I have ever attended and is applicable to every board I serve on.”
Teaching Style

**Bob Harris, CAE**†, will present practical, relevant information to make volunteer leaders more effective. Through the use of examples, tips, tools and templates he’ll share information and encourage input and questions. The session is interactive — based on the core knowledge of nonprofit management and governance. He has more than 30 years experience in serving associations and chambers.

For more information [bob@rchcae.com](mailto:bob@rchcae.com) – [www.nonprofitcenter.com](http://www.nonprofitcenter.com).

Registrants receive the *Board Excellence Manual* and the animated *Guide to Board Responsibilities*.

What to Bring

To encourage sharing, registrants are asked to bring their organization’s mission statement, strategic plan and leadership manual.

Who is Invited

Designed for elected leaders of nonprofits, with a focus on the incoming president and the staff partnership.

When, Where, Location

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**Agenda**

- **Importance of NonProfits in America** – The significance of nonprofits and how they’re changing.
- **Purpose of Boards** – The role of a board, scrutiny, expectations and understanding governing documents.
- **Duties of Directors** – Understanding the duties of serving on a board and the distinction from staff roles.
- **Protecting the Organization** – Traps and risk management with case studies, including antitrust, insurance and audits.
- **Effective Committees** – The organizational chart and alignment of committees.
- **Leadership Pipeline** – Developing future leaders.
- **Relevance to Members** – Relying on the mission and unique positioning of the organization.
- **Strategic Direction** – Developing goals and a highly effective strategic plan.
- **Board Meetings** – Best practices in agendas, minutes, and rules of order.
- **Resources** – New books on leadership and boards of directors; templates and tools for use in your organization.

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*1 Certified Association Executive*