

CNL 2012 LEADERSHIP SEMINAR SERIES

LEADING TOGETHER: THE BOARD PRESIDENT/EXECUTIVE DIRECTOR TEAM

SEMINAR DESCRIPTIONS

Orientation Session for Seminars (August 20, 9:00am – 11:00 am): This orientation will clarify the design for each seminar, review the purpose of the seminar topics, and examine expectations for team participation and performance. The session also will explore factors that promote or inhibit effective Board President-Executive Director team leadership. Homework assignments given during orientation will be reported on during the first seminar on September 10.

Gary Quehl, Seminar Leader

Elements of Leadership (September 10, 8:45am – Noon): This seminar will focus on understanding leadership concepts and styles. Topics include the importance of individual and team leadership and the role of “positive psychology” in guiding team leadership and nonprofit organizational dynamics during difficult times.

Gary Quehl, Seminar Leader

Facilitation and Communication (October 8, 8:45am – Noon): Shared leadership is the hallmark of the excellent Board President-Executive Director team. This can only be achieved with effective communication. This seminar will review the basis and dynamics of interpersonal facilitation and communication and build skills needed to strengthen both. Topics include how to create positive communication, the role of self-awareness and personal responsibility in effective communication and facilitation, navigating critical conversations when stakes are high, and distinguishing between dialogue, discussion, and debate.

Gail Johnson Vaughan, Seminar Leader

Capacity Building (November 5, 8:45am – Noon): Elements of a game plan for maximizing abilities as individuals and team leaders. Topics include developing the capacity to expand and rearrange personal schedules and demands to take advantage of opportunities, understanding strengths and gaps as leaders, picking a time management strategy that works best, learning how to delegate effectively, and having time to reflect and get refreshed as individuals and as a team.

Kate Dwyer, Seminar Leader

Board Development Strategies (December 3, 8:45am – Noon): A comprehensive set of tools to develop an effective Board. Topics include assessing the existing Board and developing a needs matrix, cultivating and recruiting Board prospects, creating a selection process, and integrating new Board members into the team, roles, and responsibilities of the Board Development Committee, orienting and educating Board members, and techniques for engaging new and existing Board members in the work of the organization.

Norm Westmore, Seminar Leader

Building a Dynamic Fund Raising Board (January 7, 8:45am – Noon): Strategies and tools to enable the team to train, motivate, and energize a Board that can confidently and dynamically lead the organization’s fund raising. Topics will include key reasons Board members are often reluctant to take responsibility for fund raising, characteristics of an effective fundraising Board, how to create passion around the organization’s mission, overcoming fear and objections, moving from talk to action, and the critical role of stewardship. The session also will help the team identify approaches likely to work within their existing Board culture.

Kimberly Parker, Seminar Leader

Strategic Planning (February 4, 8:45am – Noon): Understanding what strategic planning is and is not, promoting its effective use, and the tools and skills needed for success. Topics include differentiating between long-range, entrepreneurial, and strategic organizational planning, key planning concepts and terms, using a Plan to Plan to guide the process, the importance of involving external stakeholders, and samples of action-oriented documents produced through planning.

Gary Quehl, Seminar Leader

Venue

The Boardroom of the Nevada County Contractors' Association, 149 Crown Point Ct., #A, Grass Valley, 530-274-1919.

Seminar Format

Each seminar will have five parts divided into the following approximate time schedule: Part One (first 40 minutes) – each team will report on results they have had in applying their “homework assignment” from the previous seminar to their the organization. Part Two (120 minutes) – presentation/facilitation by the seminar leader. Part Three (10 minutes) –“ homework assignments to apply “lessons learned” from that day’s seminar. Part Four (5 minutes) – distribution and brief review of readings/papers for the next seminar. Part Five (5 minutes) – each participants completes a confidential written assessment of the seminar.

The 11 Board President-Executive Director teams will be chosen by a CNL panel and announced by July 20, 2012. See the Application Form, due at CNL’s mailing address (PO Box 1227, Nevada City, CA 95959) no later than June 29, 2012.

CNL APPLICATION FORM
Special Seminar Series for CNL Members Only

LEADING TOGETHER:
THE BOARD PRESIDENT/EXECUTIVE DIRECTOR TEAM

The Leadership Team for the six CNL seminars is your Board President/Chair and Executive Director. *It is up to your organization to determine whether it is best served by having your Board team member representative be the current or next Board President/Chair. A suggested guideline is who the Board President/chair will be in July of 2012.*

Biographical Information

Name of Organization: _____

Board Chair/President

Name of Board Chair _____ Home Telephone _____

Office Telephone if different from home _____ E-mail Address: _____

Preferred Snail Mail Address _____

Executive Director

Name of Executive Director _____ Home Telephone _____

Office Telephone if different from home _____ E-mail Address: _____

Preferred Snail Mail Address _____

Rationale for Your Organization's Application

Why is it imperative for your organization to have your Board President/Chair-Executive Director participate in the CNL Leadership Team Seminars? What outcomes do you expect to achieve from their participation?

Personal and Professional Goals

Board Chair/President

Having read the Description of the seminars, what personal and professional goals do you seek to achieve?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Executive Director

Having read the Description of the seminars, what personal and professional goals do you seek to achieve?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Understandings and Commitments in Applying

Consideration and selection for the *2012 Board President /Executive Director Team Seminars* requires certain commitments from each team member. Please sign and date this application to confirm your understanding of, and agreement with, the following criteria:

- This Application Form is due at the CNL no later than June 29, 2012.
- Selection of up to eleven seminar finalist teams will be made by an impartial CNL Panel and based on the strength of the organization's rationale and outcomes expected from participation. Those teams not selected will be designated as alternates and will have the highest priority for future leadership seminars.
- The CNL Panel will announce its decisions about finalists and alternates by July 20, 2012.
- If any of the 11 finalist teams withdraw prior to the beginning of the first seminar, alternates will be invited to take their places.
- Application to the Leadership Team Seminars will be open in subsequent years to Board Chair/ED Teams who are unable to apply or participate in 2012.
- Payment of the seminar team fee to CNL in the amount of \$500 is due in full by August 17, 2012. If any Team must withdraw prior to the beginning of the first Seminar, the fee is nonrefundable after August 17 unless that spot can be filled by an alternate team.
- A small number of partial scholarships may be available to organizations having special need, reducing the total fee to \$250.

A successful seminar requires that participants be willing to share leadership experiences with one another. Such sharing helps to ensure mutual understanding, and confidentiality is assumed.

Signature of Board Chair: _____ Date _____

Signature of Executive Director _____ Date _____

*Please forward the completed Application Form by no later than June 29 to CNL
mailing address: PO Box 1227, Nevada City, CA 95959 or email: info@cni-sierra.org*