

NAADA Volunteer Advantage | Certificate Program Outline

Tentative outline for each session. May be modified.

Session 1

- Welcome and introductions
- What is NAADA
- Volunteerism
- Cohort Introductions
- What is Leadership
- Board Responsibilities
- Legal Principles of a Board
- The Role of Committees
- Governance
 - Mission
 - Articles of Incorporation
 - Bylaws
 - Policy Manual
 - Meeting Minutes
 - Organizational Charts
 - IRS Forms

Session 2

- Financial documents
- Budgets
- Ethics
- Meeting Management
- Board Make-up
- Board Recruitment
- Board Expectations
- Board Retention
- Board Recognition
- Roberts Rules of Order
- Five Habits of High Performing Boards
- 6 Types of Working Genius - intro

Session 3

- Strategic Planning
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- 6 Types of Working Genius
 - How do you Identify?
 - Discuss results
 - Working Genius and your team

- Case Study 1

Session 4

- Board Evaluations
- Board as Ambassadors
- Elevator Pitch
- Case Study 2
- 5 Dysfunctions of a Team
- Additional Topics TBD
- Wrap up, what have you learned?

Certificate Completion!

Contact certificate facilitators and NAADA past president Renee Keese renee.keese@yahoo.com or Mary Buschette mbuschet@umn.edu with any questions.