

NAADA Volunteer Advantage | Certificate Program Outline

Tentative outline for each session. May be modified.

Session 1

- Welcome and introductions
- Intro to NAADA
- Leadership - 'what is it' discussion
- Management
- Board Responsibilities and Legal Principles
- Governance - starting with Mission and Vision

Session 2

- Governance - toolkit includes Articles of Incorporation, ByLaws, Budgets, Policy Manuals, Strategic Plans, Financial Statements, Meeting Minutes, Organizational Charts, IRS Forms (compare/contrast types of these documents)
- What are your Board expectations for you as a member?
- Five Habits of High Performing Boards

Session 3

- Finances - 501(c)(3)?
- Budgets? Does your Board have a budget?
- Meeting Management - how to prepare to attend
- Ethics - including conflict of interest
- Your Board make-up: how many seats, how are they filled

Session 4

- Board Retention
- Onboarding
- Board Recruitment
- Board Recognition
- Board as Ambassadors, Elevator Pitch
- Board Evaluations
- Additional Topics TBD
- Case study
- Wrap up, what have you learned?

Certificate Completion!

Contact certificate facilitators and NAADA past president Renee Keese renee.keese@yahoo.com with any questions.