

## SYNOPSIS OF CLASSES

### 1. Leadership & Your Style

- Identify the qualities and behaviors of leaders and identify leadership styles and how style creates resonance or dissonance.

### 2. Servant Leadership

- An in depth discussion of servant leadership and its relationship to charitable work.
- Testing to determine each participant's leadership style.

### 3. Nonprofit Showcase

- Presentations by various nonprofit agencies in Wichita Falls.
- Case Studies

### 4. Good Board Leadership I

- Describe the qualities of the following principles of effective board leadership. Exceptional Boards...
  - Govern in constructive partnership with the chief executive;
  - Shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values;
  - Allocate time to what matters most and continuously engage in strategic thinking to hone the organization's direction;
  - Institutionalize a culture of inquiry, mutual respect, and constructive debate that leads to sound and shared decision making;
  - Are independent-minded placing the interests of the organization above all else; and
  - Promote an ethos of transparency.
- Identify nonprofit sector standards of best practice.
- Identify tools, resources and conduct that enable nonprofits to comply with best practice standards.

## 5. Good Board Leadership II

- Describe the qualities of the following principles of effective board leadership. Exceptional Boards...
  - Promote strong ethical values and disciplined compliance;
  - Link bold visions and ambitious plans to financial support, expertise, and networks for influence;
  - Are results oriented;
  - Intentionally structure themselves to fulfill essential governance duties and to support organizational priorities;
  - Embrace the qualities of continuous learning organizations; and
  - Energize themselves through planned turnover, thoughtful recruitment, and inclusiveness.
- Identify nonprofit sector standards of best practice.
- Identify tools, resources and conduct that enable nonprofits to comply with best practice standards.

## 6. Board Fundraising

- Complete overview of the basics of fundraising, the functions of a Development Office and the activities conducted by a development staff.
- Ways board members may interact with and effectively support the work of the development staff.
- Practice and demonstrate the ability to fulfill a board member's role of developing resources necessary to achieve the agency's mission.

## 7. Financial Oversight

- Identify and describe the financial oversight responsibilities of a board of directors.
- Practice reading and analyzing a set of financial statements.
- Learn about a nonprofit's finances and activities through "the eyes of the general public" (Form 990 review).
- Analyze news articles and case studies to determine adequacy of financial oversight.

## 8. The Executive Director & Executive Committee Roles

- Describe different governance models, identify the division of duties of the Executive Director and the Board, Executive transition, job descriptions, the search and compensation, evaluation and termination of the Executive Director, finance and compliance, and fundraising.
- Describe the respective roles and traditional responsibilities of the president and the executive committee.