



Training Agenda

Serving on a Nonprofit Board

1. **Welcome and Outcomes** (10 minutes): Introductions, brief review of agenda and outcomes. Outcomes include an understanding of nonprofit composition, board service responsibilities, and the type of information a candidate should seek during the recruitment process.
2. **Overview of the BoardConnect® Program** (10 minutes): Very brief review of how the BoardConnect® program was initially developed. To include information on the training component (for nonprofits and board candidates), the matching component, and incorporation of boardnetUSA into the matching program.
3. **What Defines a Nonprofit?** (25 minutes): A discussion of the underlying organizational and tax components of a nonprofit, and the statistics related to nonprofits nationally and in Michigan.
4. **Fiduciary Duties of Board Service** (45 minutes): A detailed discussion of the duties and responsibilities of board service, and protection against individual liability as a board member. This section includes a small group exercise concerning a fictional board crisis.
5. **Break** (10 minutes)
6. **The Work of the Nonprofit Board** (45 minutes): An overview of the typical life-cycle of a nonprofit from start-up through maturity, and potentially dissolution. The activities of the board, particularly those related to board composition, recruitment, education of board members, committee structures, and effective meeting management. Additional work of the board includes strategic planning, resource development, oversight and ambassadorship. This entire discussion is oriented toward board candidates being able to ask the right questions during the recruitment process.
7. **BoardConnect® services and boardnetUSA demonstration** (20 minutes): A demonstration of the boardnetUSA system to highlight the ease of use, and key areas of the candidate's profile. The manual provided to all participants at the workshop provides step-by-step instructions for using completing a profile and conducting searches. The availability of BoardConnect® staff in the future to assist with searches and matches.
8. **Questions and Participant Evaluations** (10 minutes): Although questions are welcomed during the presentation, an additional time period will be allocated at the end of the presentation. Participants are asked to complete a workshop evaluation.