

Nonprofit Board Training!

Six Steps to a Highly Effective Organization

Introduction meeting November 3rd, 2011, 12-1pm or 6-7pm Republic Tamarac Pizza

Six weekly sessions starting January 6th, 2012

2012 Sessions held in Republic at Extension office in Courthouse

Cost to organization: \$0-50.00 donation towards food and materials

You can send 2-4 board members or volunteers

What Types of Organizations is the 'Six Steps' Program for?

This program is designed to benefit local not-for-profit organizations, such as local human service groups, service clubs, community foundations, chambers of commerce, watershed and landowner associations, PTO's, local conservancy groups, and other local community-based groups.

Why is the 'Six Steps to a Highly Effective Organization' Important?

Community-based organizations, such as service clubs, non-profits, faith organizations, and others play a vital role in the lifeblood of Washington communities. They provide many services required by residents, provide key recreational and other opportunities, and help create and sustain local quality of life. Despite their importance, many local organizations are run by volunteers or with minimal paid staff, which can create challenges. The groups typically function well and do good jobs serving their clientele and members, but there is little doubt that many lack the resources or skills to dramatically improve their effectiveness and efficiency. The 'Six Steps to a Highly Effective Organization' program provides such organizations the tools and skills necessary to achieve their goals.

The focus of the program is on how your organization operates, such as leadership, structure and committee roles, decision-making, effectiveness of meetings, and resource management. It does not focus directly on determining which specific programs or activities your organization should do, though the skills and processes you will learn will give you the ability to make such decisions.

Overview of the Program:

The 'Six Steps' program is highly interactive, with significant discussion and hands-on exercises to help participants understand and apply the information to their organization's needs. The program includes:

'Organizational 360' assessment survey of your organization. Prior to the face-to-face sessions, each participating group's leaders and members will be invited to complete a confidential survey about the organization's leadership and processes, providing you an inside view to help identify strengths and weaknesses (the results are not shared between participating organizations).

Session 1: Understanding Your Organization. What makes an organization effective?

Organizational Best Practices and what your members say through your group's 'Organizational 360.'

Session 2: Purposes. Get your members and leaders moving together towards desired ends. Your organization's comparative advantage within the community. Reaching and maintaining agreement on common goals.

Session 3: Structure and Relationships. Is your organizational and committee structure working towards desired ends? Developing a strong Board. Legal issues to address and avoid. Clarifying roles of members and leaders. Improving internal and external communication. Sustaining the organization in the long term.

Session 4: Leadership. Nurturing leadership. Essential skills, including running effective meetings, facilitation, decision-making, and managing conflict.

Session 5: Rewards and Helpful Mechanisms. Keeping members and leaders motivated. Acquiring and effectively using the resources you need to be successful, including fund raising and grants. Understanding and using information that you need to make effective decisions. Evaluating progress and impact.

Session 6: Vision to Action. Engaging your organization, and putting what you learn into practice. Develop an 'action plan' for your group to improve its effectiveness.

Six-month Follow-Up Re-gather six months after completion of the program to assess how well your organization is implementing these changes, and to develop 'next steps'

Instructors:

Each session of the 'Six Steps to a Highly Effective Organization' program taught by WSU Extension and community leaders. The program draws upon their expertise in leadership development, facilitation, grant-writing, strategic planning, conflict resolution, organizational development, and volunteer management.

Who Should Attend from Each Organization?

Since the focus of the program is on organizations, program participants must be officially delegated to attend by a participating group (people cannot attend as an individual unaffiliated with an organization).

Participating groups should send three to four delegates. Because each session builds upon the previous session, it is important that the delegates attend all the sessions.

The delegates should represent leadership roles within their organization to help ensure that the organization actively considers and implements what they are learning. The delegates thus need to be people in major official or unofficial decision-making roles (e.g. board members, officers, staff, senior volunteers, committee chairs), with ideally a mix of such roles (e.g. not all staff, or only board officers).

Sponsored by:

The 'Six Steps' program is being made available in Ferry County through a partnership between the Inland Northwest Community Foundation and WSU Extension. Based on a successful Pennsylvania Extension Curriculum.

To sign up or learn more, contact:

Cathy Brown 775-2295 srfossils@rcabletv.com

Jim Schumacher 779-4039 schuh@televar.com

Dan Fagerlie 775-5225 ext 1116 fagerlie@wsu.edu