

Today, you  
will begin to  
empower  
your board.

**U**nleashing a board's power means maintaining the delicate balance of relationships with the community, staff and funders, while focusing on the mission of the organization.

*Unleash the Power of Your Board!* will provide the forum for board members, executive directors and other stakeholders to learn new skills and tools to better align values and commitment with practices so that community development work remains fresh and vibrant. It promises to inspire and invigorate you.

While every situation is different and there is no "one size fits all" approach to board governance, *Unleash the Power of Your Board!* will offer a variety of approaches and ideas that can be easily adapted to fit your organization's needs.

- ▶ How is my board doing?
- ▶ Where do we want to be?
- ▶ How do we get from where we are now to where we want to be?

By searching for answers to these three questions throughout the day, you and your fellow board members and peers can begin to design a plan to unleash the power of your own board, and achieve the next level of excellence.

The day is intended to help both experienced and novice board members stay focused on the mission of the organization and keep the work exciting. Through peer sharing, presentations, interactive decision planning, discussion groups and resource material, you will work with your fellow board members and experts in the field to develop creative ways to inspire your board to become a community of learners eager to discover and implement new ways to improve performance.



- ▶ Take a fresh look at your board, how you work together and how to bring your board's work to the next level of excellence
- ▶ Hear from other board members and from governance experts about resources and methodology that will work for you
- ▶ Work with other participants to explore and develop creative, innovative approaches that are making board work more fun, value-driven and effective
- ▶ Leave with ideas, skills, tools and techniques to unleash the power of your board!



## Rejuvenate and Realize Your Board's Potential

**THURSDAY, DECEMBER 16, 2004**

This Symposium is expressly designed for you if you want to optimize potential of your board to contribute to your organization's success. Learn new skills, inventive ideas and how to tap your most valuable resource – human capacity.



**NeighborWorks® Training Institute**  
New Orleans, LA  
December 13-17, 2004  
(800) 438-5547  
(202) 220-2454  
[www.nw.org/training](http://www.nw.org/training)



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Neighborhood Reinvestment Corporation  
1325 G Street NW, Suite 800  
Washington, DC 20005  
Phone: (800) 438-5547, (202) 220-2454  
Fax: (202) 376-2168  
[www.nw.org/training](http://www.nw.org/training)  
E-mail: [NTI@nw.org](mailto:NTI@nw.org)

### **Neighborhood Reinvestment Corporation**

Building on more than 25 years of experience, the Neighborhood Reinvestment Corporation works with residents, government and business leaders to develop strong partnerships that revitalize America's urban and rural communities and make housing affordable. These partnership organizations, comprising the NeighborWorks® network, are active in more than 2,500 communities.

### **NeighborWorks® Training Institute**



NeighborWorks® Training Institute is dedicated to providing the highest quality training to the staff and board of organizations committed to improving the affordability of neighborhood housing, the vitality of neighborhood economies, and the quality of community life. This symposium is part of the comprehensive education offered through NeighborWorks® Training Institutes.



Neighborhood Reinvestment Corporation

UNLEASH THE POWER



OF YOUR BOARD!

# Rejuvenate and Realize Your Board's Potential

Registration  
Deadline  
November  
29, 2004

**THURSDAY, DECEMBER 16, 2004**  
**NEW ORLEANS, LA**  
**NEW ORLEANS MARRIOTT**

NeighborWorks<sup>®</sup>  
**Training  
Institute**



# Symposium Agenda

8:30 A.M. – 11:30 A.M.

## WELCOME

*Presenter: Kenneth D. Wade  
Chief Executive Officer  
Neighborhood Reinvestment Corporation*

## MORNING THEME

### How Is My Board Doing? Assessing the State of the Board

#### MODELS OF EFFECTIVE GOVERNANCE

*Guest Speaker: Marla Bobowick, Vice President  
Products and Services  
BoardSource*

This session is aimed at providing a clearer picture of how your board fits into the big picture – your organization, your community, the economy and its broader world – and how it can work better. You will be introduced to three levels of board governance – fiduciary, strategic and generative – to help you maximize your relationships with your community, funders and staff, and better address issues of accountability, both within and outside your organization.

### Where Do We Want to Be?

#### MAXIMIZING BOARD EFFECTIVENESS BY INFUSING NEW IDEAS

Using the models identified in the earlier session, work on your own and with your peers to identify where you want your board to be and how these trends and models apply to your work. This session will allow you the opportunity to discover, develop and integrate strategies and move beyond conventional practices, and invigorate your board work.



11:30 A.M. – 1 P.M.

## LUNCHEON

### KEEPING GROUNDED WHILE FLYING HIGH: THE MISSION IS POSSIBLE!

*Guest Speaker: Hon. Rose Espinoza, Mayor  
City of La Habra, California*

From concerned mother to active citizen to elected mayor, Hon. Rose Espinoza has worked tirelessly for the benefit of her neighbors, her constituents and her colleagues, all while holding steadfast to her core principles. New and experienced board members alike will appreciate the Mayor's approach to focusing on the mission while keeping the work community-based, value-based and personally rewarding.

## AFTERNOON THEME

### How Do We Achieve Excellence? Resources, Tools and Techniques

1 P.M. – 4 P.M.

#### PROPELLING YOUR BOARD TO MAXIMUM POTENTIAL: STORIES AND TOOLS

Experienced practitioners and governance experts will share some of their best stories, experiences and tools to help you find new and effective approaches to unleash the power of your own board. Through a variety of methods throughout the afternoon – including a “fishbowl” discussion, peer interaction, resource exhibits, group work and presentations – discover informative resources and tools to help your board move from where it is now to where it wants to be: the next level of excellence.

4 P.M.

#### SYMPOSIUM PLENARY ADJOURNMENT

4:30 P.M. – 6:30 P.M.

#### RESOURCE AND IDEA EXCHANGE

You are invited to participate in open discussions about the day's hot-button topics. While some topics will be determined based upon issues that arise throughout the course of the day, some topics may include:

- ▶ Board self-evaluation
- ▶ Measuring your board's impact
- ▶ Conducting more effective meetings
- ▶ Balancing volunteer board work, your job and your personal commitments

Sign-up sheets will be available so you can meet with peers and experts from the field for in-depth discussion. Additional information will be provided.

# Get ahead. Get a head start.

We invite you to get a head start in advance of the Symposium and attend one of the following NeighborWorks® Training Institute courses before the event. Here is a sampling of courses offered at the NeighborWorks® Training Institute that may be of particular interest to board members.

## **ML240 FUNDAMENTALS OF BOARD OVERSIGHT AND GOVERNANCE**

*Instructors: BoardSource –  
Berit M. Lakey and Joy Folkedal*  
3-day course, Monday – Wednesday

Seasoned board members and novices will share information and insights on such issues as the basic responsibilities of nonprofit boards and individual board members; board structure; tools needed to build and maintain relationships among the board, the chairman, executive director and staff; measuring effectiveness; selecting, evaluating, supporting or replacing the executive director; succession planning; financial oversight; and stakeholder relations.



## **ML260 FINANCIAL MANAGEMENT AND OVERSIGHT FOR BOARD TREASURERS**

*Instructor: Joanne M. Wilson*  
3-day course, Monday – Wednesday

The role of board treasurer is one of the most critical — and challenging — in an organization. This exciting, in-depth course is designed for, and with input from, board treasurers in community development organizations. Whether you are a new treasurer or a seasoned pro, you will learn the financial roles and responsibilities of the nonprofit board and how the recently enacted Sarbanes-Oxley Act affects you. You will also learn how to detect and prevent fraud; maintain financial oversight; develop techniques for implementing strategic cash management and investment plans; share and receive guidance on your role in the annual audit and management of nonprofit risk and how to understand the financial health of your organization.

## **AP310 CREATING A CULTURE OF EVALUATION**

*Instructors: Mary deKuyper and  
Sandra Hughes*  
2-day course, Monday – Tuesday

Evaluation of an executive director is an evaluation of an organization's performance. Effective boards evaluate themselves as well. This advanced clinic will explore the processes the board and executive director can use to create useful accountability and improved performance. Participants will use their own strategic plans to create an evaluation process and examine potential approaches to make the process productive. Evaluations of the board and board chair will be included, as well as a look at the changing role of boards in defining and evaluating the strategic direction of their organization. Executive directors and the board chair will have a chance to develop next steps for their evaluation system as part of the course. Consultants will be available for some follow-up assistance. This clinic targets board chairs and executive directors. Both must attend.

*Note: Participants must submit information about their evaluation system upon registration and bring their strategic plan with them. Participation will not be confirmed until the required information has been received and reviewed.*

### **OTHER COURSES OF INTEREST:**

- ▶ AM103 INTRODUCTION TO ASSET MANAGEMENT FOR BOARD MEMBERS AND EXECUTIVE DIRECTORS
- ▶ ML120 STRATEGIC THINKING AND PLANNING
- ▶ ML132 TEAM-BUILDING FOR SUCCESS
- ▶ ML163 "BRAND" FOR SUCCESS: INCREASE THE VISIBILITY OF YOUR CDC
- ▶ NR101 ESSENTIAL TOOLS OF THE TRADE: NEIGHBORHOOD ANALYSIS, VISIONING AND PLANNING FOR ACTION

Please visit [www.nw.org/training](http://www.nw.org/training) for additional information about the NeighborWorks® Training Institute, as well as complete course listings and a separate registration form for classes other than this symposium.

# Symposium Registration Form

**Unleash the Power  
of Your Board!**

**Rejuvenate and  
Realize Your  
Board's Potential**

**Thursday,  
December 16, 2004**

**Registration deadline:  
November 29, 2004  
Symposium Fee \$175**

**Please return this form  
and registration fee to:**

**Neighborhood Reinvestment  
Training Division  
Department 167  
Washington, DC 20055-0167  
Or fax it to (202) 376-2168**

**FOR MORE INFORMATION,  
PLEASE CALL (800) 438-5547  
OR (202) 220-2454 OR  
E-MAIL NTI@NW.ORG.**



Mr./Ms. \_\_\_\_\_  
Name Preference \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (day) \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail address \_\_\_\_\_

Check if you do NOT wish to receive e-mail from us regarding Training Institute events and programs.

**Which of the following best describes your organization?**

Community-based development organization  Government agency  Financial institution  
 Intermediary or consulting firm  Tribal government or tribal nonprofit  Other \_\_\_\_\_

**Which of the following best describes your position in relation to the community development field?**

Board member of a community organization  Executive Director  Staff of a community organization  
 Funder/investor  Researcher/academician  Trainer/consultant to community organizations  
 Other \_\_\_\_\_

**How long have you been in your current position?**

Less than 1 year or have not yet started in position  1-2 years  3-4 years  5 or more years

**Are you enrolled in a Professional Certificate Program of Study?**  Yes  No

If yes, which one? \_\_\_\_\_

**SYMPOSIUM FEE \$175.00 (REGISTER BY NOVEMBER 29, 2004)**

This symposium fee includes the plenaries, workshops, all materials, continental breakfast, luncheon, and the Training Institute networking reception on Wednesday, December 15, 2004, at the New Orleans Marriott (site of the Institute).

**PAYMENT INFORMATION**

Payment must accompany your registration form. Faxed registrations must include credit card information. Full refunds for canceled registrations will be provided if requests are received in writing prior to Nov. 24, 2004.

Visa  MasterCard  American Express

Card # \_\_\_\_\_ Exp. date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Authorized signature \_\_\_\_\_

Check enclosed (payable to Neighborhood Reinvestment). Check number \_\_\_\_\_

Purchase order attached. Purchase order number \_\_\_\_\_

**Please return this form and registration fee to:**

**Neighborhood Reinvestment Training Division, Department 167, Washington, D.C. 20055-0167**

**Or fax it to (202) 376-2168**

**ACCOMMODATION AND HOTEL INFORMATION**

A limited number of sleeping rooms at the New Orleans Marriott, 555 Canal Street, are available on a first-come, first-served basis at a special rate of \$99 per night plus 13 percent city tax and \$3 occupancy tax for Institute participants. Make your hotel reservations by calling the hotel directly at (800) 228-9290 and ask for the special rate.

**REFUND/CANCELLATION POLICY**

You must provide notice of cancellation at least three weeks (November 24, 2004) prior to the event in order to receive a tuition refund. If cancellation notice is received less than three weeks and up to five business days before the start of the event, Neighborhood Reinvestment will assess a \$150 cancellation fee and provide a tuition credit voucher for the remaining balance. The credit voucher expires if not used within one year of issuance. If a cancellation notice is received fewer than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued. Neighborhood Reinvestment Training Institute reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund. Other than refunding your tuition in the event that the course you chose is canceled, Neighborhood Reinvestment is not liable to you for any other damages, including without limitation any obligation to provide a refund for any travel and/or lodging costs associated with attending any Neighborhood Reinvestment or other direct, indirect or consequential damages.