



## ***MCLI STEERING COMMITTEE MEETING***

MARCH 20, 2008

8:00 A.M.

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### **Welcome and Introductions**

#### **Update on 2008 MCLI Program**

- Budget
- Class Projects
- Future programming – schedule, speakers, format

#### **MCLI Alumni Association**

1. Service Project
  - February 15, 2008 – Alumni Planning Meeting
    - a. Meeting Update, Next Steps
  - July/August (dates TBD) – New Teacher Training
    - a. Update on Program
2. Professional Development
  - Non-Profit Board Training
    - a. Update on Program
3. Social
  - May 15, 2008 - Chairman's Reception
  - December 3, 2008 – Graduation

#### **Other Business**

1. Next Meeting Date

#### **Adjourn**

Date

Name

Company

Address

City, State Zip

Dear Name:

In May of 2007 the Moore County Chamber of Commerce took the first step in reconnecting the graduates of the Moore County Leadership Institute (MCLI) and furthering leadership development in Moore County. Over the last year a great deal has been accomplished. The Chamber believes it is now time to take that next step in developing a formal MCLI Alumni Association.

Over 325 individuals have participated in the MCLI program over the last 19 years. With the renewed interest and momentum the Chamber wanted to share with you the direction that has been proposed by the MCLI Steering Committee for the MCLI Alumni Association

- Create a formalized Dues Structured MCLI Alumni Association
- Create a MCLI Scholarship Program
- Host at least Two social functions a year
- Develop graduate level programs
- Host an informative session on current issues for the community (i.e., MooreFocus)
- Continue to support the Moore County Schools Teacher Orientation

How can you become involved? Enclosed you will find an MCLI Alumni questionnaire. Please complete the form indicating your level of desired involvement. Return your questionnaire in the enclosed response envelope. The Chamber will then contact you regarding the various activities throughout the year. Most importantly if you can please confirm your contact information so the Chamber's records are accurate.

The board is very excited about the direction MCLI is taking. The Chamber believes the answer to many of the challenges facing Moore County is progressive, effective leadership. We hope through the development of a formal Alumni program that you have a chance to meet other alumni, Chamber Board Members, and current class members. We appreciate you supporting the Chamber and the MCLI Program.

Sincerely,

????????

MCLI Alumni Commitment Form

Please indicate...

Please confirm or update your contact information:

Name

Company

Address

City, State Zip

Phone

Fax

Email

I am interested in participating in the MCLI Alumni Association (fees will be put towards MCLI Alumni Programming)

\$35.00

I am interested in donating to the MCLI Scholarship Fund

\$10.00

\$25.00

\$50.00

Other

I am interested in serving on the MCLI Alumni Committee

Yes

No

I am interested in serving on the MCLI Alumni Project Committee

Yes

No

I am interested in assisting with the Moore County Schools Teacher Training Orientation

Yes

No

I wish to be removed from the contact list

Yes

No

**MCLI Graduates  
Nonprofit Certificate  
UPDATE**

**Module 1: The nonprofit sector: An overview of nonprofits in the US, NC, and the Sandhills**

This module will (1) address the role of nonprofits in our society, (2) explain IRS nonprofit designations, and (3) will review the range of nonprofit subsectors. A snapshot of the nonprofit sector across the United States, in North Carolina, and locally will be provided.

**Module 2: Roles and responsibilities of nonprofit boards: An introduction**

This module will (1) provide an overview of the key roles of nonprofit boards, (2) cover the basic legal responsibilities of board members, and (3) include a review of a range of publications, Web sites, and other resources available to board members to assist them in staying abreast of current issues and best practices in nonprofit governance.

**Module 3: Mission, vision, and values: The board's role in defining the organization's purpose**

This module will (1) provide an overview of the board's role in establishing and revising mission, (2) developing vision, and (3) identifying core organization values. Best practices in developing mission, vision, and values statements will be presented. Use of mission and vision statements for public relations and related purposes will be discussed.

**Module 4: Strategic thinking and planning: The board's role in steering the organization's future**

This module will (1) offer an overview of the board's role in strategic thinking; (2) cover the basics of strategic planning including SWOT analysis, identifying critical issues, developing strategies, and crafting the plan; and (3) discuss the board's role in monitoring plan progress.

**Module 5: Public relations, advocacy, and lobbying: The board's role in community education and systems change**

This module will (1) explore the board's role in community education and public relations, (2) discuss the role of advocacy and lobbying in advancing organizational mission, and (3) review IRS rules regarding lobbying by nonprofits.

**Module 6: Resource development: The board's role in ensuring adequate funding**

This module will (1) address the board's responsibilities related to ensuring adequate resources for mission advancement and the achievement of strategic goals; (2) review the range of resource development options available to nonprofits, and (3) explore fundraising expectations for board members.

**Module 7: Overseeing the CEO: The board's role in ensuring effective management**

This module will cover (1) board vs. CEO – roles and relationship, (2) board-staff relations, (3) hiring, evaluating, and firing the CEO, and (4) CEO succession planning.

**Module 8: Managing the board: Ensuring effective governance**

This module will address (1) board structure, (2) board communication, (3) effective board meetings, and (4) evaluation of the board.

**Module 9: Practical Application**

This module may be divided appropriately throughout the related modules and may add as much as 32 more hours (maximum) to the overall program. Still in the development stages, this practical application could

involve visits to nonprofit agencies, visits from executive directors, coordinating and organizing a nonprofit 'fair' or various other activities.

**Hours for the Program:** 32 plus hours for the practical application being developed (32 hours maximum)

**Cost of Program:** Approximately \$250.00

**Tentative Schedule:** Prepared and distributed in two weeks

**Beginning Date:** May, 2008

**Maximum Participants:** 25 – open to public to reach a minimum of 20 students. Twenty students are necessary to implement the program based on cost/benefit analysis.

**About the Instructors and Developers of the Program:**

Barbara A. Metelsky is a nonprofit consultant who focuses on building the capacity of nonprofit organizations to advance their missions. She has more than 20 years of executive management and leadership experience in nonprofit organizations and nonprofit academic centers. Most recently, Barbara served as the founding director of the Institute for Nonprofits at North Carolina State University and held a faculty position at NC State as a Lecturer in Nonprofit Studies. Previously she served as the director of the Nonprofit Sector Resource Institute and as assistant director of the Center for Public Service at Seton Hall University. Barbara also has more than 10 years experience as a nonprofit organization administrator.

Barbara is a doctoral student in Adult and Continuing Professional Education at North Carolina State University. Her current research project is titled "[Exploring Communication Practices of Nonprofit Boards of Directors: Impacts on Organizational Identification, Commitment, and Collaborative Decision-making.](#)" She has a Masters of Public Administration degree from Seton Hall University with a concentration in Nonprofit Organization Management. Seton Hall has consistently been ranked among the top 10 nonprofit management programs in the United States by *U.S. News & World Report*.

Barbara has taught and lectured on a wide range of board topics at the graduate and undergraduate levels at both NC State and Seton Hall Universities. She has developed a range of continuing education and professional development courses, workshops, and seminars for organizations that include the Nonprofit and Civil Society Program of the Institute for Policy and Governance at Virginia Tech, Association of Fundraising Professionals, Duke University Certificate Program in Nonprofit Management, and the NC Center for Nonprofits. Barbara is currently serving as guest editor for a special edition of *The Nonprofit Connection: Bridging Research and Practice* which is focused on nonprofit boards and governance.

Carol Pate -