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Ask an Expert NonProfit Board Training Series

Crossing Your 'T's and Dotting Your 'I's *The Basics of Board Policies and Procedures*

Friday, March 2, 2012
11:30 AM - 1:00 PM

Anderson United Way Center
2059 Atwood Avenue
Madison, WI



Crossing Your 'T's and Dotting Your 'I's

The Basics of Board Policies and Procedures

About This Session:

This session will cover the board's role to ensure that appropriate and necessary policies and procedures are in place as well as a system to make sure they are followed.

Specific points to be discussed are:

- Having policies and procedures in place in order to avoid risk issues
- The board's role in setting them
- What the board should know
- How are they helpful? Why are they important?
- Bylaws vs. Policies and Procedures—there is a difference
- Balancing risks and rewards
- What do you need to pay attention to?
- Governance vs. Management – who's responsible for what?

Who Should Attend This Session:

This session is appropriate for any and all board members who are concerned with ensuring that their agency has the necessary policies and procedures in place. And that the process for adherence is clear as well as board vs. staff responsibilities.

Questions Are Welcome

Bring your questions! The session will include plenty of time for questions. You also may submit questions with your registration form or by email to kathym@uwdc.org.

Mark Your Calander

Leadership Development for Nonprofit Board Members
One Day Conference
November 10, 2012, 8:00 am - 2:15 pm

Watch for other *Ask the Expert* sessions this year. Check our website at www.unitedwaydanecounty.org for updates

About the Presenters



LONDA DEWEY

Londa is President of the QTI Group of Companies. Prior to joining QTI, Londa was head of the private client group for US Bank, leading more than 1,500 employees in 118 offices throughout 24 states. In addition to that role, Londa spent 12 years as President of the Madison market, coordinating the bank's lines of business to meet the financial needs of businesses and individuals in Madison.

Londa actively serves her community and was proud to serve as chair of the United Way Board of Directors for 2007 and 2008. In 1999, Londa chaired the United Way of Dane County campaign, and currently chairs the Dane County United Way Foundation Board. Her extensive community involvement

also includes serving as past chair of the Greater Madison Chamber of Commerce Board of Directors. Londa currently serves as the immediate past- Chair of the Board of Directors for MeriteHealth Services Inc. and is the past chair of the Board of Directors of Camp Manitowish YMCA. Additionally, she is on the Madison Gas and Electric Board, American Family Insurance Board, Wausau Paper, UW Family Business Center Advisory Board, Thrive Board and is the current Chair of the Edgewood High School Board of Trustees. Londa is also a member of the Downtown Madison Rotary Club.



MIKE GOTZLER

Mike is General Counsel of the QTI Group, providing legal and business advice to all QTI affiliated companies and leading Safety and Compliance. Mike has over a decade of experience in providing both legal and human resources advice to employers on a wide range of matters. Prior to joining QTI, he was an attorney at the nation's leading labor and employment law firm and later at the world's largest law firm, where he focused on HR management, litigation defense, mergers and acquisitions, EEO compliance, employee relations, and preventative HR training.

Mike is a Civitas and Leadership Greater Madison alumnus. He is a board member of the Wisconsin Association of Staffing Services, the Wisconsin Historical Foundation and an advisor to the boards of the National Association of Professional Employer Organizations and Wisconsin Early Childhood Association.

REGISTRATION

Friday, March 2, 2012

11:00 AM - 1:00 PM

ASK AN EXPERT BOARD TRAINING SERIES:

Crossing Your 'T's and Dotting Your 'I's
The Basics of Board Policies and Procedures

Registration Fee: \$5.00/person

Feel free to bring your lunch - light refreshments will be provided

Name _____

Title _____

Organization _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Amount enclosed \$ _____

Agency Payment or Personal Payment

Questions you would like the presenters to address

Please add me to your mailing list for upcoming board training events

Send your registration and payment by Feb. 24th or direct your questions to:

Kathy Martinson
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P.O. Box 7548
Madison, WI 53707-7548
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kathym@uwdc.org

Make checks payable to United Way of Dane County

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