

It's FREE — Who Should Attend?

- Nonprofit agency directors and staff
- Board members
- Block club leaders
- Officers of civic groups and community organizations
- Community volunteers

Niagara University's Office of Continuing and Community Education and ReNU Niagara Community Outreach Partnership Center, in partnership with the U.S. Department of Housing and Urban Development, will provide a series of professional workshops on nonprofit management, program development, execution, resource development, and board leadership. These sessions are designed specifically for nonprofit agency, staff and board members, local residents, and faith-based groups.

Workbooks and certificates of completion will be provided.

**Register today
716-286-8181
or
www.niagara.edu/cce**

All workshops are free.

Pre-registration is required and space is limited.

Non-Profit
Organization
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Continuing and Community Education
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Nonprofit Professional Development Series

*HUD 2008
Workshops*


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Community
Outreach
Partnership
Center

Spring 2008

Training for the Nonprofit Board

Tuesday, March 18, 2008
Dunleavy Hall, Room 127
4-8:30 p.m.

Nonprofit boards have very unique dynamics and usually have specific tasks. The basic question — ***IS YOUR BOARD EFFECTIVE?***

Designed for entire nonprofit boards and individual board members alike, this workshop will help your organization function better and accomplish more. You'll review board structures, as well as roles and responsibilities; examine the interrelationships of board members, agency directors, and staff; and learn the origins of not-for-profit boards.

Topics covered will include:

- Board structures, evolution and responsibilities
- Board member responsibilities and job descriptions
- Governance documents
- Board committees and organizing committees
- Meeting organization
- Decision making
- Board/staff relationships
- Origin of nonprofit boards

All workshops are presented by a HUD representative with comprehensive expertise in these topic areas.

Summer 2008

Strategic Planning

Wednesday, Aug. 6, 2008
Dunleavy Hall, Room 127
4-8:30 p.m.

Does your organization have a strategic plan? Is it effective? Is it reviewed often? A well-functioning organization usually has a strategic plan that can be understood by all employees and customers.

This program will give an overview of the basic steps to developing a productive strategic plan. You will assess the strengths and weaknesses of your organization and learn how to effectively set objectives, tasks and timetables.

Topics covered will include:

- Purpose and mission
- Vision and goals
- Values, strategies and action plans
- Resources — funds, people, supplies
- Performance evaluation
- Planning process

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Fall 2008

Fiscal Management

Tuesday, Oct. 14, 2008
Dunleavy Hall, Room 127
4-8:30 p.m.

You'll gain a better understanding of concepts and tasks associated with financial management, review record-keeping processes, and learn how to develop an effective budget for your organization during this informative workshop.

Topics covered will include:

- Key concepts of financial management
- Key tasks associated with financial management
- Financial and accounting systems
- Transaction handling and record keeping
- Planning and budgeting
- Your involvement with the budget process in your organization
- Strategies for addressing cash flow problems

"The partnership between Niagara University and HUD was a great linkage. What a beautiful setting for a presentation."

Willie Dunn
Executive Director
Highland Community Revitalization
Committee, Inc.