



# Training Agenda

## Building Your Board

1. **Welcome and Outcomes** (15 minutes): Introductions, brief review of agenda and outcomes. Outcomes include an understanding of board functions, recognition of the requirements of a board during the lifecycle transition from start-up, through growth, to maturity, and the best practices of board composition and management in the era of increased regulatory scrutiny of for-profit and nonprofit organizations.
2. **Overview of the BoardConnect® Program** (10 minutes): Brief review of how the BoardConnect® program was initially developed. To include information on the training component (for nonprofits and board candidates), the matching component, and incorporation of boardnetUSA into the matching program.
3. **Board Basics** (60 minutes): A discussion of board governance models, lifecycles, standards of conduct/duties, and recommended practices for each of the following areas of board responsibilities: board operations, strategic planning, resource development, oversight, and ambassadorship.
4. **Break** (10 minutes)
5. **Recruiting for Success** (45 minutes): A step-by-step process for organizing recruitment responsibilities with a governance committee, analyzing current and desired board composition, assembling recruitment materials, planning and implementing a task-oriented timeline, finding and cultivating candidates, and completing the recruitment process with a structured orientation program. In addition to the presentation information, participants receive detailed information, templates, and samples to assist in their recruitment activities.
6. **BoardConnect® services and boardnetUSA demonstration** (20 minutes): A demonstration of the boardnetUSA system to highlight the ease of use, and key areas of the candidate's profile. The manual provided to all participants at the workshop provides step-by-step instructions for using completing a profile and conducting searches. The availability of BoardConnect® staff in the future to assist with searches and matches.
7. **Questions and Participant Evaluations** (10 minutes): Although questions are welcomed during the presentation, an additional time period will be allocated at the end of the presentation. Participants are asked to complete a workshop evaluation.