

Before you arrive for the training, you may want to take some time to review the recommended pre-work below. We have identified Academy resources that correspond to each of the topics we will be covering, and given a recommended timeline for completing everything in the two months leading up to the training. Links that are not webinars will prompt a document download. All documents can be found in the [affiliate training manual](#). Note that this training is not necessary to complete before you arrive, so if you don't hit everything, don't worry. You might choose to only focus on areas you know your affiliate needs to work on.

Notice that after each section there will be time for group discussion and brainstorming. You will work towards identifying potential goals for your affiliate based on your specific situation and strategic plan. Coming into the training with background knowledge presented by these resources will help you get the most out of your training, but again, are not necessary. Please review as much as you are able to, and come prepared with questions, examples, and ideas. We look forward to seeing you in March. If you have any questions before the training, please contact Carrie Kiley at ckiley@eatright.org.

SATURDAY, MARCH 10, 2018

HYATT REGENCY O'HARE; O'HARE BALLROOM

TIME	AGENDA ITEM	RECOMMENDED PRE-WORK	SUGGESTED TIMELINE
3:00 pm	Registration		
3:15 pm	Welcome <i>Introductions of Staff</i> <i>Review of Training</i>		
3:45 pm	Affiliate Operations Basics	2017-2018 Welcome and Orientation Webinar Strategic Planning Webinar Administrative and Organizational Tips Presidents-Elect: Preparing for Presidency President-Elect: Checklist Board Responsibility and Governance Planning and Leading a Board Meeting	Week of December 4 th
5:00 pm	Discussion		
5:20 pm	Best Practice		
5:40 pm	Action Plan		
6:00 pm	Message from the Academy Board		
6:30 pm	Adjourn		

SUNDAY, MARCH 11, 2018

HYATT REGENCY O'HARE; O'HARE BALLROOM

TIME	AGENDA ITEM	PRESENTER	SUGGESTED TIMELINE
7:30 am	Breakfast - Hartsfield		
8:30 am	Day 2 Welcome		
8:40 am	Volunteer Support	Volunteer Management Webinar Developing a Volunteer Structure Volunteer Support and Follow Up Succession Plan Guidelines	Week of December 11 th

9:10 am	Discussion		
9:30 am	Board and Volunteer Communications	Project Management Webinar Volunteer and Committee Management Volunteer Recruitment	Week of December 18 th
10:00 am	Discussion		
10:20am	Member and Public Communications	Newsletters and Publications Webinar Social Media Strategy and Tips External Relationships Marketing your Affiliate Increasing Public Awareness	Week of January 5 th
10:40 am	Discussion		
11:00	Best Practice		
11:20	Action Plan		
11:40	Academy Update		
12:00 pm	Lunch - Hartsfield		
1:30 pm	Program of Work and Budgeting	Program of Work and Budgets Program of Work and Budgets – A Closer Look Program of Work and Budget Development and Management	Week of February 5 th
2:00 pm	Discussion		
2:20 pm	Increasing Membership	Membership Retention, Recruitment, and Engagement Tips for Talking about Membership	Week of February 12 th
2:50 pm	Discussion		
3:10 pm	Best Practice		
3:30 pm	Action Plan		
4:00 pm	Networking Activity		
5:00 pm	Group Picture		
5:15 pm	Adjourn		

MONDAY, MARCH 12, 2018
HYATT REGENCY O'HARE; O'HARE BALLROOM

TIME	AGENDA ITEM	PRESENTER	SUGGESTED TIMELINE
7:15 am	Breakfast - Hartsfield		
8:00 am	Non-Member Dues Revenue	Revenue Generation and Sponsorship Working with Sponsors Advertising Policy Template Fundraising Toolkit	Week of February 19 th
8:30 am	Discussion		
8:50 am	Internal Controls and Audits	Membership, Volunteer, and Fiscal Year Transition Ins and Outs of Contracts and Contractors	Week of February 26 th
9:20 am	Discussion		
9:40 am	Best Practice		
10:00 am	Action Plan		
10:30 am	Academy Update and Townhall		
11:00 am	Pulling it All Together		
11:30 am	Adjourn		