

Affiliate Leader Webinar Trainings 2017-2018



Any affiliate or district leaders are welcome to attend live training session or access webinar recordings.

JUNE 2017

Presidents and Presidents-Elect: Welcome and Orientation

Kick off the start of the new membership year by learning how to navigate the new position of President and President-Elect and access resources to help in the role.

Date: June 15, 2017

Summary:

- President, Presidents-Elect and Board Roles/Responsibilities
- Introduction to Governance Management (Bylaws, Policies, Strategic Planning)
- Leadership and Working with Volunteers
- Affiliate Trainings and Resources (DMIS, Community of Interest, Governance Management Website, Affiliate Manual)
- Recommendations and tips for preparing for a successful year.

Treasurers: Welcome and Orientation

Kick off the start of the new membership year by learning how to navigate the new position of Treasurer and access resources to help in the role.

Date: June 22, 2017

Summary:

- Treasurer, Treasurer-Elect and Finance Committee Roles/Responsibilities
- Budget and Program of Work Development and Management
- Financial Statements and Forecasting
- Understanding and Managing Savings/Reserves
- Academy Rebates and Insurance
- Policies and Internal Controls
- Affiliate Trainings and Resources (DMIS, Community of Interest, Governance Management Website, Affiliate Manual)
- Recommendations and tips for preparing for a successful year.

JULY 2017

Fundraising and Foundation

Fundraising/Foundation Chairs engage with the Academy's Foundation and may also fundraise for the affiliate. Learn more about the Academy's Foundation and the role of this position.

Date: July 20, 2017

Summary:

- The Academy's Second Century
- Academy Foundation Update
- Maximizing the Role of the Affiliate Fundraising Chair
- Fundraising Ideas and Tips
- Available Resources

AUGUST 2017

Developing and Managing a Successful Volunteer Structure

Creating a culture of volunteers that are motivated, engaged and able to achieve goals takes planning and coordination. Learn how to develop a structure that helps the affiliate meet its goals.

Date: August 3, 2017

Summary:

- Board and volunteer organizational chart
- Developing a volunteer structure and determining volunteer positions
- Volunteer recruitment
- Training & Onboarding
- Being a volunteer and managing volunteers
- Setting volunteer goals, expectations and fostering engagement
- Addressing unengaged volunteers and motivation
- Committee structure and management

Managing Districts/Regions (for affiliate and district leaders)

Affiliate and district leaders will learn about the affiliate/district relationship and potential models to manage successful districts. District leaders will learn how to implement governance management.

Date: August 24, 2017

Summary:

- Academy/Affiliate/District Relationship, Contract Agreements and Structure
- Internal vs External vs Region structure
- District Governance – bylaws, policies, procedures, etc.
- Community Engagement and Local Events
- Member Offerings
- Managing and Recruiting Volunteers
- Board responsibilities

SEPTEMBER 2017

Lifelong Learning and CDR

Learn how to develop content, work with speakers and manage the CPEU process.

Date: September 14, 2017

Summary:

- Speaker Disclosure/Conflict of Interest
- How to grade proposals to determine bias
- Tips for how to select presenters – best practices from the Academy's Lifelong Learning Committee
- Developing tracks – how to determine what tracks
- Building sessions. Selecting trends/hot topics
- FNCE pre-recording options
- CPE process for affiliates
- Becoming a CPE provider
- Vetting speakers/content

OCTOBER 2017

Awards Process

Awards Chairs can learn how to manage the awards process in the affiliate and engage with the Academy's national awards.

Date: October 12, 2017

Summary:

- Explanation of Academy National Awards and Honors
- Explanation of Academy/Affiliate Awards and Criteria
 - Awards Timeline
 - Process to Submit Winners
 - Academy Congratulatory Letters and Certificates
 - Ways to Recognize Award Winners

NOVEMBER 2017

Engaging with and Leveraging Academy Teams

Hear about the various Academy teams' current goals and projects to learn how your affiliate can maximize the Academy/affiliate relationship.

Date: November 16, 2017

Summary:

- Learn about current and upcoming Academy programs
- Determine ways to interact with Academy teams to maximize goal setting, state and local initiatives and member satisfaction
- Learn opportunities for leader positions within the Academy
- Explanation of resources and projects

DECEMBER 2017

No planned webinars scheduled.

JANUARY 2018

Program of Work & Budgeting – A Closer Look

Treasurers and affiliate leaders will take a closer look into budget planning as introduced during the treasurers' orientation in June. Learn how to use a budget as a tool to help drive success within the affiliate.

Date: January 18, 2018

Summary:

- Managing a Budget and Program of Work
- Preparing a New Fiscal Year Budget
- Actuals and Forecast Numbers
- Financial Policies
- Academy Recommended Costs
- Audits and Internal Reviews

FEBRUARY 2018

Membership Recruitment, Retention and Engagement

Learn about the Academy membership and how to showcase the value to drive membership growth and retention. Hear examples of how to engage with the affiliate community.

Date: February 15, 2018

Summary:

- Membership Renewal Categories and Options
- Tailoring Your Benefits and Showcasing Membership Value
- Diversity Programs
- Student Programs
- Public Relations and Promoting the RDN
- Community Engagement Examples
- Resources

MARCH 2018

Conflict Resolution

Learn leadership skills to help affiliate leaders manage potential conflicts when reaching consensus in decision making, implementing new projects or managing various personalities and leadership styles.

Date: March 22, 2018

Summary:

- Identifying why conflict arises
- Proactively managing conflict
- Managing difficult conversations
- Reaching consensus and decision making
- Managing various leadership styles and personalities to work together

April 2018

Effective Communication

Learn skills for effective communication within the board of directors and volunteers as well as how to manage member communications, marketing and public relations campaigns.

Date: April 19, 2018

Summary:

- Skills for effective communication among board members and volunteers
- Using communication to make effective decisions
- Styles of communication and dealing with conflict
- Developing member communication campaigns throughout the year
- Public relations campaigns to engage with consumers and the public

MAY 2018

Membership and Fiscal Year Transition

Prepare for the upcoming transition of officers and what needs to be wrapped up at the end of the year.

Date: May 17, 2018

Summary:

- Volunteer Transition, Orientation and Onboarding
- End of Fiscal Year Budget Wrap-up and Transition
- Membership Numbers
- Membership Satisfaction and Exit Surveys
- Annual reports
- Principles of Affiliation

Archive and Pre-Recorded Webinar Trainings

All live webinars will be recorded and available on the affiliate Governance Management Website under "Training/Resources". Training materials may be shared with other leaders within the affiliate. (Note, only key leaders have access to the website. If you wish to share the materials, it is recommended that you download and distribute them.) Log into the Governance Management Website with the same login/password combination used for www.eatrightpro.org.

Archived Webinar Trainings

Archived webinar trainings are accessible on the Affiliate Governance Management website. You may listen to the recording or access presentation slides. [Access the trainings.](#)

- Administrative and Organizational Tips
- DMIS Training and How-To
- Event Planning and Management
- Ins and Outs of Contracts and Contractors
- Newsletters and Publications
- Program of Work and Budgeting - A Closer Look
- Project Management
- Social Media Strategy and Tips
- Strategic Planning

Pre-Recorded Webinar Trainings

Throughout the year, new webinar trainings that have been pre-recorded will be made available. These presentations aimed at more specific topics will range from 10 to 30 minutes. Stay on the lookout for announcements when recordings are available. [Recordings will be posted here.](#)

- Academy Resources and Support
- Collecting and Leveraging Member Feedback
- Developing and Utilizing Policies
- Fraud Protection
- Subscriber and Supporter Memberships
- Succession Planning
- Website Policies and Best Practices
- What is Governance?
- Why Associations Fail