

# Affiliate Leader Webinar Trainings 2019-2020



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

## JUNE 2019

### **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 27, 2019**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2w7GbND>**

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 28, 2019**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2WT5fDW>**

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 2019

### **Organizing and Running a Meeting**

*Presidents, Secretaries, and Executive Directors get the basics of how to time out report requests, agenda creation, and running effective meetings.*

**Date: July 18, 2019**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2Q665uk>**

Summary:

- Designing and using reports

- Creation of agendas – working and consent
- Taking minutes
- Making a motion
- Meeting management tips

## AUGUST 2019

### Strategic Communications

*Take a systematic approach to collecting and distributing information. Learn how to manage member communications, marketing, and public relations campaigns.*

**Date: August 15, 2019**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2VKwnbU>**

Summary:

- Soliciting information from board members and volunteers
- Developing member communication campaigns throughout the year
- Managing a Strategic Communications committee

## SEPTEMBER 2019

### Districts or Regions? Understanding the Differences

*Learn the difference between external and internal districts, and how they are different from regions. Strategies for assessing your current structure and how to transition to a new one.*

**Date: September 19, 2019**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2Hnvay8>**

Summary:

- Understanding districts vs regions
- Assessing the need for change
- Effective communication with affiliate and district leaders
- Communication with members
- Managing the transition

### Awards Process

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

**Date: September 26, 2019**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2LRZjJN>**

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

## OCTOBER 2019

### Meeting and Event Planning

*Explore tools for effectively planning large events such as your annual conference from how to manage your committee members to tracking speakers, sponsors, and poster presenters. Creating best practices for easy transition to new meeting planners*

**Date: October 17, 2019**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2w1Wtrq>**

Summary:

- Developing a timeline
- Recruiting volunteers – assigning tasks
- Tracking tools
- Leveraging paid staff effectively
- Marketing and promotion

## NOVEMBER 2019

### Making Research Approachable for your Members

*The Academy's research team walks through Academy resources you can market to your members to encourage them to participate in research. Learn how to make research approachable, and how to communicate that out to your members.*

**Date: November 14, 2019**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/30r2agp>**

Summary:

- Overview of Academy research resources available to members
- Overview of the IRB process – where to start
- Communicating with your members about how to engage in research

## DECEMBER 2019

### Nominations and Volunteer Recruitment

*Nominating Committee members learn how to engage prospective volunteers, engaging your board to help solicit nominations, and best practices for the election process.*

**Date: December 19, 2018**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2w6CvM6>**

Summary:

- Nomination and election timeline
- Engaging prospective volunteers
- Volunteer recruitment cycle
- Board engagement in volunteer recruitment
- Election best practices

## JANUARY 2020

### **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 16, 2020**

**Time: 1pm EDT/12pm CDT/11am MDT/10am PDT**

**Link: <http://bit.ly/2Q8YGdJ>**

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 2020

No webinars scheduled for February – President-Elect training in Chicago early March

## MARCH 2020

### **Strategic Planning**

*An overview of the strategic planning process and tools from the Academy. How to make informed decisions based on an environmental scan, and create an implementation plan to utilize your strategic plan.*

**Date: March 19, 2020**

**Time: 1pm EST/12pm CST/11am MST/10am PST**

**Link: <http://bit.ly/30uT7uS>**

Summary:

- Overview of strategic planning and the tools from the Academy
- Conducting an environmental scan for informed decision making
- Creating an implementation plan
- Strategic planning based annual planning and reporting

## APRIL 2020

### **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: April 16, 2020**

**Time: 1pm EST/12pm CST/11am MST/10am PST**

**Link: <http://bit.ly/2Wau1Cr>**

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

## MAY 2020

### **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 14, 2019**

**Time: 1pm EST/12pm CST/11am MST/10am PST**

**Link: <http://bit.ly/2LMUKkj>**

Summary:

- Volunteer Transition, Orientation and Onboarding
- End of Fiscal Year Budget Wrap-up and Transition
- Membership Satisfaction and Exit Surveys
- 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](http://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.](#)

- DMIS Training and How-To
- Public Relations and Social Media
- Revenue Generation and Sponsorship
- Organizational and Administrative Tips
- Project Management
- Fundraising and Foundation Chair Orientation
- Newsletters and Publications
- District/Regions Management
- Conflict Resolution
- Effective Communication
- Leveraging Academy Teams
- Lifelong Learning and CDR
- Membership Retention, Recruitment, and Engagement
- 101 and 201 membership sessions

### **Pre-Recorded Webinar Trainings**

Presentations aimed at more specific topics will range from 10 to 30 minutes. Stay on the lookout for announcements when recordings are available. [Recordings are posted here.](#)

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