

United Way of Allen County

Project Blueprint



334 E. Berry St.
Fort Wayne, IN 46802
260.422.4776
www.unitedwayallencounty.org

Bridges to Diverse Leadership

What is Project Blueprint?

Project Blueprint is a series of five class sessions designed to recruit and train a diverse group of local residents to serve as members of boards, committees and other decision-making bodies in the community.

Project Blueprint Goals

- To identify, recruit, orient, place and retain diverse volunteers. The term diverse denotes breadth of race, gender, religion, national origin, age, economic situation, disability, veteran status and/or sexual orientation.
- To increase the number of diverse volunteers in leadership positions in United Way's network of agency partners and on other local not-for-profit boards.

Benefits to Participants

- Graduates will increase management, leadership and self-awareness skills;
- They will develop business and social contacts; and
- They will enrich the lives of others through active community involvement.

Class Requirements

- Attendance at five scheduled classes;
- Complete class work and homework assignments; and
- Complete a one-year internship with an assigned committee or board with a local not-for-profit organization.

Fee for Enrollment

The fee to enroll in Project Blueprint is \$150; workplaces may cover the costs for their employees. If you need assistance, please speak with a United Way representative to determine if a scholarship is available.

Schedules and Deadlines

The deadline for applications is May 11, 2011. The first class is set for June 1, 2011 from 11:30 a.m. to 1:00 p.m. Four remaining classes will take place on these dates: June 8, June 15, June 22 and June 29. The classes will all take place at United Way of Allen County's Carriage House, located at 334 E. Berry St. Fort Wayne, IN 46802. The class topics will cover everything from how non-profit boards operate to the roles and responsibilities of board members.

United Way of Allen County

United Way of Allen County brings the community together to assess needs; secure resources such as money, materials and people; and invest those resources to improve the lives of all people in Allen County.

United Way funds programs and supports initiatives in three critical areas: Basic Needs, Family Stability and Success in School. Funded services help support the most basic needs of local residents, help families live productive and economically stable lives and provide children and youth with quality opportunities for social and academic growth.

United Way Commitment to Inclusiveness

United Way of Allen County is committed to the principle of inclusiveness. The organization and its representatives are expected to act in ways that respect, support and protect the dignity, uniqueness and intrinsic worth of every person.

Project Blueprint
is sponsored by



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Training Modules

Session 1: Board Operations and Agency Relations

June 1, 2011 — 11:30 a.m.-1:00 p.m.

This module explores the important topics of board development and board/agency relations. Every agency must establish a good board development program that takes into consideration general board development practices and the unique needs of the agency. The module includes topics such as:

- The board's roles and responsibilities and board dynamics;
- Legal duties of the board;
- Relationship between the board and staff and between the board and executive director;
- Personnel policies and procedures;
- Board recruitment;
- Cultural diversity and its benefits;
- Succession planning and term limits;
- Board code of ethics;
- Board member affirmation statements/letters of agreements.

Session 2: Governance

June 8, 2011 — 11:30 a.m.-1:00 p.m.

This module examines the Board's role in establishing a strong governance foundation and a clear direction for the organization. It provides a detailed analysis of key processes such as:

- developing mission and vision statements;
- parliamentary procedure;
- acquiring a basic understanding of program and service development and their relationship to the organization's mission and vision;
- understanding United Way supported programs;
- establishing strong partnerships between the agency and its funders;
- setting and framing board policies, including a comparative examination of board vs. staff policy;
- understanding strategic planning as a main board responsibility and how to apply it to the agency.

Session 3: Finance

June 15, 2011 — 11:30 a.m.-1:00 p.m.

This module examines Finance as one of the most important Board's oversight responsibilities. Many boards fail to understand their critical role in ensuring the organization follows proper accounting principles and complies with standard financial guidelines. It presents a detailed review of key financial responsibilities such as:

- Review of the organization's annual budget, including operating budget, cash flow budget, capital budget;
- Budget analysis;
- How to read a financial statement;
- Accounting policies/procedures and financial reporting;
- Financial planning, including investment policies;
- Board's and staff's roles in financial oversight and management.

Session 4: Marketing & Fundraising

June 22, 2011 — 11:30 a.m.-1:00 p.m.

This module covers the role and responsibility of board members in ensuring the organization has enough resources to do its work. Board members are expected not only to understand finances and fundraising but also to engage actively in the identification of resources for the organization. The module will also focus on marketing and the role it plays within the organization. Key areas examined in this module include:

- Giving and asking for support of the organization;
- Identifying major sources of funding and support;
- Understanding the Board's oversight of the fundraising process;
- Developing a fundraising plan, including committee's responsibilities and goals;
- Fundraising ethics and rules;
- Defining and understanding nonprofit marketing;
- Understanding the Board's role in marketing;
- Using public relations and its impact on the organization;

Session 5: Inclusiveness & Wrap-up

June 29, 2011 — 11:30 a.m.-1:00 p.m.

This module covers an array of diverse issues, such as:

- Cross Generational Diversity;
- History of diversity and real life stories;
- Questions and answers for participants;
- Entering the Project Blueprint internship experience – agency placement;
- Mentors;
- Committee assignment opportunities.