

## NONPROFIT MANAGEMENT & LEADERSHIP PROGRAM



### NON-CREDIT COURSES

#### **Nonprofit Board Member Legal Issues: Duties, Liabilities and Protections**

Wednesday, August 12

3 p.m.— 5 p.m.

Instructor: Dan Sise, Nonprofit Management & Leadership Program

Cost: \$25

This class is intended for anyone who serves or is considering serving on the board of a nonprofit organization. Topics covered will include board member duties, liabilities, and legal protections, both in the form of insurance and indemnity, as well as statutory protection from liability. Of particular note for attorneys, or nonprofit organizations that want to recruit attorneys, will be a discussion of the Missouri Bar's goals for attorney pro bono work, and whether that pro bono goal can be satisfied by service on a nonprofit board. Missouri Bar CLE credit applied for.

#### **Management Issues in NPOs**

##### **Staff Management Issues in NPOs**

Friday & Saturday, September 11-12

9 a.m.— 5 p.m.

Instructor: Jane Klieve, The Klieve Group

Cost: \$180

This course addresses fundamentals of staff supervision, such as balancing supervisory processes with coaching and counseling; selecting, hiring, evaluating, and terminating staff; and legal considerations that affect these procedures.

##### **Legal Issues in Governing and Managing NPOs**

Friday & Saturday, October 2-3

9 a.m.— 5 p.m.

Instructor: Dan Sise, Nonprofit Management & Leadership Program

Cost: \$180

This course will examine important legal issues that confront nonprofit organizations, both from the perspective of the board of directors and that of managers. Students will learn the basic laws and legal concepts that govern the formation and tax-exempt status of nonprofit organizations. Other topics include nonprofit reform, comparisons of foundations and public charities, and director and officer liability.

##### **Financial Issues in Managing NPOs**

Friday & Saturday, November 6-7

9 a.m.— 5 p.m.

Instructor: Judy Murphy, RubinBrown

Cost: \$180

This course is intended for general staff and executives, as well as board members of NPOs, who must understand and apply financial knowledge in their management and governance roles. It covers cash-flow analysis, budgeting, fund accounting, cost accounting, and understanding financial statements, including balance sheets, cash-flow statements, statements of activity, and operating and capital budgets.

## FALL 2009 CREDIT COURSES

The three courses in the **Management Issues for NPOs** series listed on the reverse can also be taken for undergraduate or graduate credit. Each course is 1 credit hour. The cost of the course is the per-credit-hour tuition and students must be admitted to the University prior to registration.

### **Leadership And Management In Nonprofit Organizations (4940)** 3 credit hours

PPA/Pol Sci/Soc Wk/Soc 4940

Wednesdays, 6:55 p.m.—9:35 p.m. August 26–December 16

Instructor: Nancy Kinney, Ph.D., Director, Nonprofit Management & Leadership Program

This core course addresses the role and scope of the independent sector in the United States, as well as the leadership and management of nonprofit organizations within that sector. Topics include the economic and political scope of the independent sector, the role of volunteerism in a democratic society, and the role and scope of philanthropy. Topics in voluntary organization management and leadership include: 1) the dynamics functions and membership structure of NPOs, especially staff/board and other volunteer relations; 2) governance and management of NPOs; 3) resource mobilization and 4) program development management and evaluation.

### **American Philanthropy Nonprofit Resource Development (4960)** 3 credit hours

PPA/Pol Sci/Soc Wk 4960

Tuesdays, 6:55 p.m.—9:35 p.m. August 25–December 15

Instructors: Pat Rich, ACFRE, EMD Consulting Group and Jack Kerber, CFRE, Skystone Ryan

This course addresses the history, philosophy, roles, and scope of philanthropy in the United States, including its role in the non-profit, voluntary sector. It further examines the contemporary forces which impact philanthropy and charitable giving, both by institutions and individuals. The course especially studies the effective planning and management of development programs within a non-profit organization. The latter includes studying various sources of funds, fund-raising programs (e.g., annual giving), fund raising vehicles (e.g., mail solicitations) and the fund-raising process, from planning through donor relations.