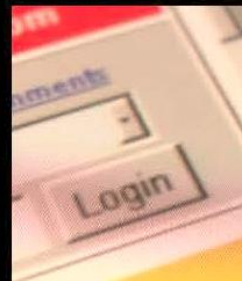




Welcome To Week 5 Creating New Human Service Organizations HUS530



Professor William R. Griffin, JD, MM, MS, BS



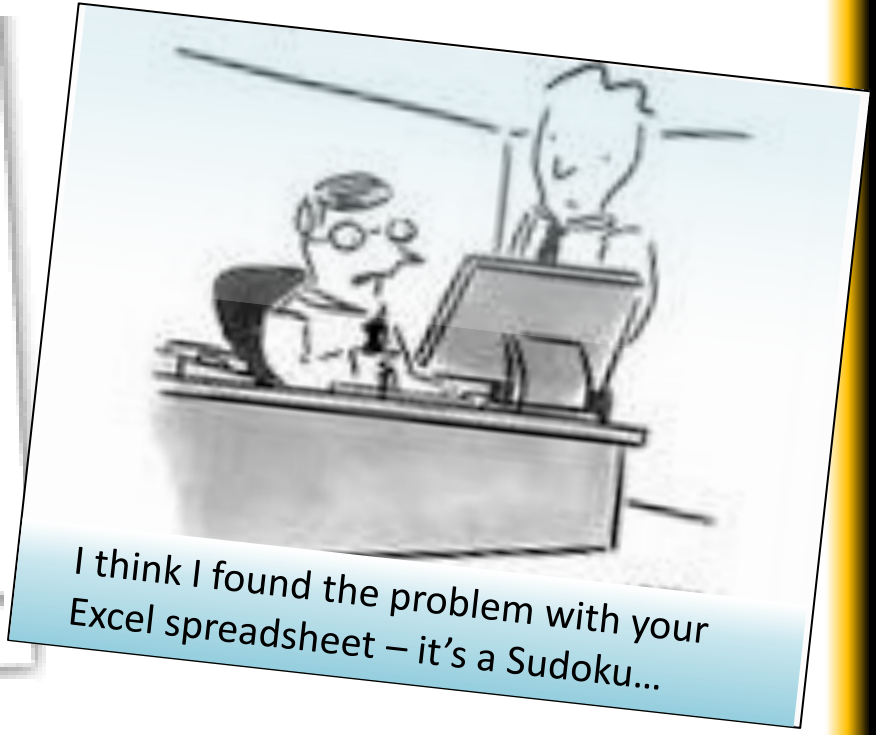
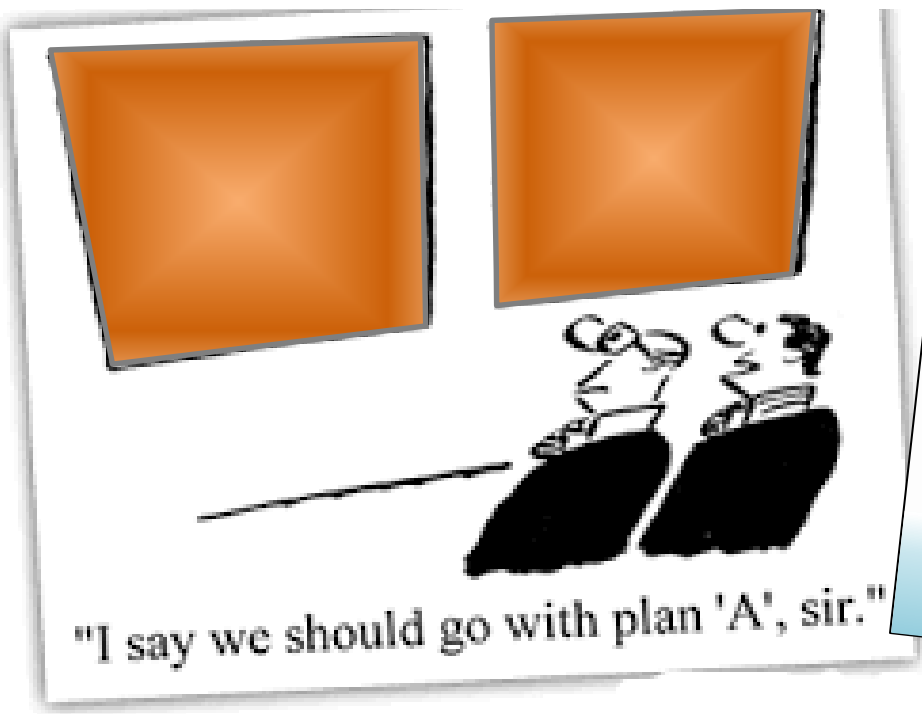
Inspiration of the Day

“The "non-profit" institution neither supplies goods or services nor controls. Its "product" is neither a pair of shoes nor an effective regulation. Its product is a changed human being. The non-profit institutions are human-change agents. Their "product" is a cured patient, a child that learns, a young man or woman grown into a self-respecting adult; a changed human life altogether.”

-- Peter Drucker
*Managing the Nonprofit Organization:
Principles & Practices*



Presentations: Business Plans & Budgets





Wooden Wagon Wheel Association



CHIEF EXECUTIVE OFFICER (CEO), EXECUTIVE DIRECTOR, PRESIDENT

JOB PURPOSE

The CEO is responsible for leadership and management of the organization according to the strategic direction set by the Board of Directors and the bylaws of the association.

PRIMARY DUTIES & RESPONSIBILITIES

The CEO shall perform some or all of the following:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors and committees on all aspects of the organization's activities
- Foster effective team work between the Board and the CEO and between the CEO and staff
- In addition to the Board Chair, act as a spokesperson for the organization
- Conduct official correspondence on behalf of and jointly with the Board as appropriate
- Represent the organization at community / industry activities to enhance the organization's profile

Operational planning & management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its stakeholders (customers / clients, the public, and Board)
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board. Prepare procedures to implement the organizational policies. Review existing policies on an annual basis and recommend appropriate changes to the Board
- Ensure that personnel, client, donor and volunteer files are securely stored and that privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agendas and ancillary materials

Program planning & management

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the members and the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Employees

- Hire or Lease?
- FTE Alternatives
- Interns



MS Word Tips

SHORT CUTS

- Find
- Replace
- Substitute synonyms: click instead of typing



FORMATTING

- First page special
- Page numbers
- Dot leader tab

Additional MS Word tips: provided by class participants



MS Word Tips

CREATE A JPEG

- MS Word save as PDF
- Open PDF, crop then save as JPEG



PLACE / SUBSTITUTE PHOTOS



Inspiring Leadership & Organization Excellence

THE LEADERSHIP CENTER

