

Week 6 Agenda
HUS 530
Spring 1 Term, 2016
Drafted 021916

1. Saint Leo now conducts evaluations of instructors via computer. I sent out an instruction memo. **IT IS A REQUIREMENT THAT YOU COMPLETE THIS EVALUATION.**
2. A couple of people were absent last week, and they did not provide their three-part oral presentations for Steps 2, 3, and 4 (Business Plan, Budget, and Legal Documents). We need to take care of them first.
3. Syllabus. I found a couple of errors in the Syllabus that might create confusion regarding the assignments. So I am re-publishing it. It should be attached to the e-mail that distributes this Agenda.
4. Hand back graded papers.
5. Some students will submit their Step 4 papers.
- 6. Deadlines. Remember that Week 7 (next week) is the last day for you to submit all papers (except for the Course Recap, which can be submitted during Week 8). This is a hard deadline. If you are partially complete on a paper, you should submit it, and you might earn part credit.**
7. During Week 6, we will discuss Step 5, Hiring Plan and Job Descriptions, which addresses several human resources questions for your organization. You will submit a paper (70 points) and provide an oral presentation (30 points). The Syllabus includes the following items.

Develop a plan for hiring professional staff and volunteers. Include job descriptions for these new positions. Use concepts from the following references:

Chapter 11 from the Scott text

Chapter 23-24 from the Start your own Business Text

Concepts from the Keohane text

Use APA Guidelines for citing references.

Use the file name "yourlastnameyourfirstinitial Step 5. Example: WaltersL Step 5.

The paper should be two to three pages in length (600 to 900 words).

Prepare to orally present your Hiring Plan and Job Descriptions during Week 6. A short Power Point should be used for this presentation.

The instructor will edit/grade the Hiring Plan and Job Descriptions documents and return in Week 7.

8. We will review the reading for Week 6, which relates to Step 6, Marketing Plan.
 - Scott Chapters 16-19
 - Start your own business Chapters 29-33
 - Keohane chapters 19-21
9. Discuss Step 6, Marketing Plan - Attracting clients to your service, development of advertising, brochures, social media, technology. You will be preparing a paper and oral presentation. Step 6 is due in Week 7.
10. Explore the following web site locations for helpful tools that include the course web page, sample job descriptions, sample bylaws, sample meeting agendas, Board of Directors responsibilities and expectations, compensation and benefit strategies, and the Walters Infinite Circular Planning Framework:

www.theleadershipcenter.com

www.coursesandacademics.com

<http://www.theleadershipcenter.com/nonprofitmanagement.html>

<http://www.coursesandacademics.com/hus530.html>

<http://www.theleadershipcenter.com/researchresources.html>