

2019 NEA National Leadership Summit Institutes
Colorado Convention Center
Denver, Colorado
March 15-17, 2019

2019 Strategy and Fiscal Health Institute:

Quite often associations focus solely on advocacy and organizing with little to no attention on maintaining association fiscal health. The Strategy and Fiscal Health Institute is designed as a progressive knowledge and skill building training in association financial management. By the end of the Institute, participants will know and will be able to share with their fellow leaders essential financial information, association financial best practices and basic financial skills such as budgeting and reading financial statements.

Leadership Level:

This Strategy and Fiscal Health Institute is intended for Level 1: Foundational and Level 2: Mobilizing & Power Building leaders.

Competency Themes

The competency themes for the Strategy and Fiscal Health Institute focus on:

- Understanding the interdependency of strategic planning, budget development, and business policy
- Promoting stewardship and financial integrity of the organization
- Supports financial health

Learning outcomes/objectives

After participating in the Strategy and Fiscal Health Institute, attendees will: understand fraud and its impact on organizations; information and skills to prevent and deter fraud at your association; essential association financial policies and practices; how to read financial statements; the importance of audits and audit committees; protecting your association's nonprofit status; and basic strategic budgeting skills.

Timeframe/Commitment

March 2019 – July 2019 (5 months)

Certificate of Completion

After successfully completing the Strategy and Fiscal Health Institute, the participant is certified in Basic Association Financial Management.

Pre-Institute work

Prior to the start of the Leadership Institute, all participants should:

- Complete the Leadership Self-Assessment at www.nea.org/leadershipdevelopment
- Attend an information session on the Strategy and Fiscal Health Institute on Friday, March 15, 2019 at 4:15pm – 4:45pm. The purpose of the session is to give a brief overview of the Institute and to allow participants the opportunity to introduce themselves to the group.

Institute Breakout Sessions

- There are three breakout sessions scheduled during the Summit:
 - Session 1, Saturday, March 16, 2019 --- 8:15am – 10:15am
 - Session 2, Saturday, March 16, 2019 --- 1:00pm – 3:00pm
 - Session 3, Sunday, March 17, 2019 --- 8:15am – 10:15am

Session 1: The first session begins with participants gaining an understanding of fraud and its impact on organizations. Learning to set the proper “Tone at the Top” in order to promote an ethical association culture along with a leader’s fiduciary responsibilities are next presented. Finally, this session ends with essential policies every association should adopt.

Session 2: The second session focuses on skills that every association leader needs to know and understand. Understanding internal controls, reading financial statements, and recognizing the importance of audits and audit committees are the topics covered during session 2.

Session 3: The third session helps participants understand IRS Form 990 tax returns and the importance of protecting the association’s nonprofit status. The basics of strategic plans and strategic budgeting are covered. Finally, essential association practices are shared.

Post-Summit Work

- 30 day post-summit webinar and check-in
- 90 day post-summit webinar and check-in
- The 30-day and 90-day webinars and check-ins are intended to strengthen the relationships of attendees started at the Leadership Institute in Denver. These opportunities will allow the participants to share their experiences post-Institute as well as any challenges faced when applying the information learned.
- The check-ins will also offer the opportunity to learn additional financial management skills that were not covered at the Leadership Institute in Denver.