

Grantee
Staff and Board
Members
Encouraged
to Attend

GOVERNANCE AND FINANCIAL TRAININGS FOR WNY PERFORMING ARTS

Presented by New York Council of Nonprofits, Inc. (NYCON) with Funding from the Cullen Foundation

OVERVIEW

Cullen Foundation is pleased to announce our latest "Sector Initiative" for performing arts grantees. Intended for both staff and Board members, six free workshops will be offered exclusively to Cullen's performing arts grantees from April to August 2023. The featured topics are based on Cullen grantees' input on priority needs as informed by applications, site visits, and most recently a survey of Cullen's performing arts grantees (2023).

Governance workshops are designed to provide attendees with training in the duties and responsibilities of nonprofit boards, recruiting and retaining a motivated board, and being an effective board officer.

Financial workshops will provide basics for small- to mid-sized organizations with a focus on financial resiliency, improving accounting practices, infrastructure assessment, researching accounting and donor software, and more.

WORKSHOP PRESENTERS

NYCON staff coordinating, creating and delivering the programming are:

- **Susan Weinrich**, Senior Vice President for Nonprofit Capacity Building
- **Barbara Paxton**, Director of BoardStrong
- **Kelly Mathews**, Chief Operating Officer and Senior Vice President for the Financial Management Group

DETAILS

- Workshops will be held between **April and August 2023**
- Each workshop is 3-hours long; two different workshops will be held each month in successive days.
- The four governance workshops will be presented twice (on different months); the two financial workshops will be offered once each.
- Trainings are geared toward nonprofit staff and their board members; organizations are encouraged to invite board members to every session.
- Each workshop includes a mix of presentation and discussion to ensure engagement by participants plus time for networking and learn from each other.
- Customized handouts will be provided for all sessions.
- The workshops are **free** to Cullen performing arts grantees' staff and Board members; **attendance is strongly encouraged**.
- All workshops will be held at the TRI site, 641 Delaware Ave. Buffalo, NY 14202.



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TRAINING WORKSHOP TOPICS



TOPIC #1: BOARD GOVERNANCE BASICS

Overview of basic board service, including roles and responsibilities of all board members.

APRIL 25 & MAY 9 | 3 HOURS | TRAINING LED BY BARBARA PAXTON



TOPIC #2: BOARD LEADERSHIP AND ENGAGEMENT

Roles and responsibilities of committee chairs and officers, and ways to engage board members, including through structured retreats.

JUNE 13 & JULY 14 | 3 HOURS | TRAINING LED BY SUSAN WEINRICH



TOPIC #3: RECRUITING AND ONBOARDING NEW BOARD MEMBERS

Effective ways to recruit board members, including how to find board members that bring diversity to the board. Discussion will also include onboarding techniques.

APRIL 26 & JULY 13 | 3 HOURS | TRAINING LED BY BARBARA PAXTON



TOPIC #4: EXECUTIVE DIRECTOR EVALUATION AND SUCCESSION PLANNING

Executive director evaluation methods and activities to help strengthen the organization; preparing the organization for planned or unplanned absence of the executive director or other key employee.

MAY 8 & JUNE 14 | 3 HOURS | TRAINING LED BY SUSAN WEINRICH



TOPIC #5: FINANCIAL BASICS FOR SMALL AND MID-SIZED NONPROFITS

Topics include nonprofit accounting basics and internal controls.

AUGUST 15 | 3 HOURS | TRAINING LED BY KELLY MATHEWS



TOPIC #6: DEVELOPING A FISCALLY ACCOUNTABLE BOARD

Discussion of how to structure a board to do fiscal oversight, including board reporting, committees and officers with specific financial oversight responsibilities.

AUGUST 16 | 3 HOURS | TRAINING LED BY KELLY MATHEWS

[Details on Workshop Registration HERE](#)

TRAINING WORKSHOP SCHEDULE

MONTH	DAY 1 TRAINING TOPIC	DAY 2 TRAINING TOPIC
APRIL 2023	Board Governance Basics 4/25/23, 2:00-5:00 PM	Recruiting and Onboarding New Board Members 4/26/23, 9:00 AM-12:00 PM
MAY 2023	Executive Director Evaluation and Succession Planning 5/8/23, 2:00-5:00 PM	Board Governance Basics 5/9/23, 9:00 AM-12:00 PM
JUNE 2023	Board Leadership and Engagement 6/13/23, 2:00-5:00 PM	Executive Director Evaluation and Succession Planning 6/14/23, 9:00 AM-12:00 PM
JULY 2023	Recruiting and Onboarding New Board Members 7/13/23, 2:00-5:00 PM	Board Leadership and Engagement 7/14/23, 9:00 AM-12:00 PM
AUGUST 2023	Financial Basics for Small and Mid-Sized Nonprofits 8/15/23, 2:00-5:00 PM	Developing a Fiscally Accountable Board 8/16/23, 9:00 AM-12:00 PM

REGISTRATION

All workshops will be held at The Theodore Roosevelt Inaugural Site, The Gallery Room, 641 Delaware Avenue Buffalo, NY 14202. Free parking in the lot behind the TRI site, along Franklin Street. Location details may be [found here](#).

[Click for details on workshop registration.](#) *Registration is required.*

PLEASE REACH OUT TO NICK SCHIFANO WITH ANY QUESTIONS: NSCHIFANO@THECULLENFOUNDATION.ORG | 716-800-4278

OPTION FOR ADDITIONAL SUPPORT

Participating organizations that are active NYCON members and/or NYSCA grantees will be eligible for one-hour one-on-one consultations which will be provided before or after each session at no cost (source: NYSCA Grant).

About NYCON

The mission of the New York Council of Nonprofits, Inc. (NYCON) is to develop and promote an effective and vibrant charitable nonprofit community throughout New York State. NYCON has more than 3,000 nonprofit members and is a one-stop resource for the tools and support services they need to succeed.