



East Bay District Leadership Training

Saturday, July 27, 2013

9 a.m. – 2 p.m.

Heritage Presbyterian Church

1400 East 2nd St., Benicia

Advance registration deadline: July 20

Walk-ins welcome, but workshop space will only be guaranteed to advance registrations. Fill in registration form and email in by the July 20 deadline.

Cost: \$5 per person

To provide AAUW members with meaningful leadership training at minimal cost, we ask each branch to bring a salad (for 10) for lunch. The host Benicia-Vallejo branch will provide morning snacks, beverages and dessert. Email in advance registration; payment made be made at the door. Make checks payable to "AAUW IBC"

Agenda

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| 9 – 9:30 a.m. | Registration/networking/morning snack |
| 9:30 – 9:45 a.m. | Welcome and introductions – Sandy Kirkpatrick |
| 9:45 – 10:15 a.m. | “Exemplary Leadership Practices”
Keynote speaker Alicia Hetman, AAUW CA President |
| 10:15 – 10:45 a.m. | “Membership Recruitment and Retention Strategies”
Krys Wulff, AAUW (national) Membership Committee Chair |
| 10:45 – 11 a.m. | Break |
| 11 – 11:45 a.m. | Break-Out Workshops – Session 1 |
| 11:45 a.m. – 12:30 | Lunch Round-Table Discussions |
| 12:30 – 1:15 p.m. | Break-Out Workshops – Session 2 |
| 1:15 – 1:45 p.m. | Tour of state and (newly redesigned!) national AAUW websites:
Where to find all the resources you need! |
| 1:45 – 2 p.m. | Wrap up and evaluations – Marie Bonilla |

Questions? Contact: Muriel Fry at 925-937-4709 or mnr fry@comcast.net

Fill out this registration form and email to Muriel Fry (mnrfray@comcast.net)

NO LATER than July 20 to be guaranteed workshop space.

Name: _____

Branch: _____

Leadership Position: _____

Email: _____

Phone: _____

If you are attending to learn about a specific leadership position for your branch, we encourage you to sign up more than one break-out session. Every branch is stronger when more of its members/leaders are knowledgeable about multiple roles. Branch leadership is a team effort!

Break-Out Workshops – Session 1 (select **one**):

_____ **AAUW Funds** – *Presenters: Tena Gallagher & Roseann Krane*

Covering: AAUW Funds structure, handling donations, tax issues, record-keeping, how to set up a fellowship, encouraging fellowship applicants, branch named gift honorees... and Q&A

_____ **Finance** – *Presenter: Jean Simutis*

Covering: branch budget, record-keeping, reports that make sense to your board, deadlines, reporting requirements (including tax forms), enrolling your branch in AAUW's MPP option... and Q&A

_____ **Program** – *Presenter: Sandy Kirkpatrick*

Covering: Finding a balance in program offerings, creative options, mission-based programs, resources, networking and setting up coalitions, partnering... and Q&A

Break-Out Workshops – Session 2 (select **one**):

_____ **Leadership/President** – *Presenter: Marie Bonilla*

Covering: how to run a meeting, parliamentary procedure, key communications techniques for effective leadership... and Q&A

_____ **Membership** – *Presenter: Kryss Wulff*

Covering: resources, AAUW membership recruitment campaigns, outreach materials, how to create an "elevator speech" for all members to use... and Q&A

_____ **Communications** – *Presenters: Teresa Cheung & Roseann Krane*

Covering: internal communications (newsletters, effective use of email, directories) and external communications (websites, social media, publicity)... and Q&A

Lunch Round Table Discussions (select **one**):

___ Presidents ___ Secretaries ___ Finance ___ AAUW Funds ___ Public Policy

___ Newsletters ___ Websites/Social Media ___ Programs ___ Membership

___ Publicity ___ Tech Trek ___ Speech Trek ___ Fundraising