

## Leadership Education 2025-2026

The following webinars are offered to current, upcoming, and future nonprofit organization leaders to assist with organizational leadership knowledge and skills.

All meetings are held on the first Sunday of listed months at 7:00 PM Eastern Time on ZOOM platform.

**PREREGISTRATION REQUIRED!** Please contact the Leadership Education team for more information or registration information at [Leadership.Education.2000@gmail.com](mailto:Leadership.Education.2000@gmail.com).

Topic: Leadership Education

Join Zoom Meeting: <https://us02web.zoom.us/j/88123752602?pwd=Q09zanlFNEd6ZjduQ0krTlhWMzRYUT09>

Meeting ID: 881 2375 2602      Passcode: Leaders

### **2025**

- March 2      ***So, You Have Been Asked to Serve!***  
Topics: Nonprofit leadership, governance, leadership styles, and code of conduct.
- April 6      ***Making Meetings Meaningful***  
Topics: Preparing an agenda and conducting a meeting including general position descriptions and responsibilities.
- May 4      ***Officers, Directors, and Chairs***  
Topics: Organization, board, and committee leadership including how committees' function.
- June 1      ***Important Legal Documents for All Nonprofits!***  
Topics: Articles of Incorporation, Bylaws, Tax Exempt Forms, Liability, Administrative Manuals, and Minutes.
- September 7      ***Bylaws and Administrative Manuals***  
Topics: Introduction to bylaws, the necessary components, and administrative manuals for nonprofit organizational functions. This session is Part I of the four-part intensive workshop listed below.
- October 5      ***Parliamentary Procedures: Motions and Voting Methods***  
Topics: Main, subsidiary, privileged, and incidental motions.  
This session also includes the nomination, election, and voting processes.
- November 2      ***The Role and Responsibilities of the Parliamentarian***  
Topic: The study of parliamentarian procedure at a professional level.

**Dates for 2026:** January 4, February 1, March , May 3, June 7, September 6. October 4, November 1.

The following are topic-intensive programs where credentialed parliamentarians work independently with nonprofit boards and committee leaders:

- ***Bylaws and Administrative Manuals:*** Four-part, in-depth, workshop where nonprofit leaders create new and/or revise existing nonprofit organization bylaws.
- ***Restruction NOW!*** This two-part workshop assists organizations with structure models and transitioning to an update model.
- ***The ABC's of Conference, Convention, and Annual Meeting Management:*** One to two-session workshop including timetables, budgets, speaker proposals, and members' support.