



Webinar Course Registration: 2010–2011 School Year

Called to Lead: An Online Educational Program for Leaders of Catholic Education Boards, Councils and Commissions

(More information about the courses is online at www.ncea.org/departments/boards/webinars.asp.)

Print this form and mail or fax completed form with payment to:

NCEA Boards Department
1005 North Glebe Road, Suite 525
Arlington, VA 22201-5792

Fax (703) 243-0025 ♦ Phone (800) 711-6232 ♦ boards@ncea.org

Place a check mark to the left of the course(s) you select.
You will receive confirmation and instructions by email.

✓	<u>Webinar Title</u>	<u>Register by</u>	<u>Webinar Date</u>
	<p>How Catholic School Board Leadership Promotes Fiscal Growth & Stability</p> <p>After this webinar, you will be better able to understand and implement the board's responsibility for overseeing the financial health of the school, including the steps needed to shape and monitor the budget, the role of the finance committee, audits, investments, fundraising, and development.</p> <p style="text-align: center;">or</p> <p>Board's Purpose and Sense of Mission: On Being Entrusted with the Mission</p> <p>After this class you will understand the unique identity of a CATHOLIC school and how a board functions within it. You will be better able to help your board formulate recommendations or decisions that ensure that all aspects of the school's life are shaped around the school's purpose and mission.</p> <p>(This course would be excellent preparation for the new members who have been selected to serve on the board in the next school year.)</p>	Aug. 31, 2010	Sept. 5 - 26, 2010
	<p>Marketing Our School</p> <p>You will come away with the ability to create marketing objectives and strategies and translate them into measurable action plans. In the process you will learn how to understand and articulate the board's role in situation analysis and in formulating a plan. You will be able to identify the school's strengths, competition, and target markets, and develop a marketing budget.</p>	Oct. 19, 2010	Oct. 24 - Nov. 14, 2010
	<p>Recruitment, Selection, and Orientation of Board Members</p> <p>You will learn how to create a board with the skills, leadership ability, and contacts to make a difference to the school, through the use of a strong, targeted, recruitment program. Through a well-planned orientation program, you will be able to prepare those members to implement the mission and make informed decisions from the moment they arrive.</p>	Jan. 18, 2011	Jan. 23 – Feb. 13, 2011
	<p>Board Self-Evaluation</p> <p>You will come away with a plan to present to your board and the skills to lead your board through self-assessment. You will learn how to understand and explain the value and methods of conducting board self-assessments, how to overcome obstacles, and how to design board improvement steps using a retreat, mid-year steps, and assessment of each meeting. You will also learn tips to keep the meeting on track.</p>	Mar. 8, 2011	Mar. 13 – Apr. 3, 2011

✓	<u>Webinar Title</u>	<u>Register by</u>	<u>Webinar Date</u>
	<p>Goal Setting and Strategic Planning</p> <p>You will come out of this class with steps to help your board create or revise your goals and strategic plan. You will become adept at communicating the important leadership of the board in strategic planning for the school and create an outline for action to shape the future rather than just react to events. You will learn the types of data and questions needed for analysis. You will understand what a vision is and how to motivate the board to create one, and then apply it to all areas of school life.</p>	April 18, 2011	May 1–22, 2011
	<p>Board's Purpose and Sense of Mission: On Being Entrusted with the Mission</p> <p>After this class you will understand the unique identity of a CATHOLIC school and how a board functions within it. You will be better able to help your board formulate recommendations or decisions that ensure that all aspects of the school's life are shaped around the school's purpose and mission.</p> <p>(This course would be excellent preparation for the new members who have been selected to serve on the board in the next school year.)</p>	Jun. 14, 2011	June 19 – July 10, 2011

Credit: *The University of Dayton offers 1.5 Continuing Education Units (based on national standards) per course at no additional cost. Certificates will be mailed following the successful completion of the course.*

Complete the next page and mail or fax complete form to NCEA.

Name _____

Title or Position with School _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Board Chair Board Member Committee Member Administrator Pastor
 Diocesan Staff Other – please specify _____

Name of Board _____

City of Institution _____ State _____ Zip _____

Name of diocese or sponsoring religious community _____

- I wish to register as an individual
 I wish to register as part of a team of _____ persons from the same institution.

(It is most effective for a team of board leaders, school administrator/superintendent, and/or pastor to take the webinar together in order to support each other. Committee chairs and others also may benefit. If a large group, you may want to divide yourselves between both courses in a cycle. **If registering as a team, submit information about each person on a separate form, but payment can be indicated on only one form.**)

Payment

The cost per course if the board **is** a member of the NCEA **Department of Boards and Councils** is \$45 per person or \$110 for a team of three. (Add \$35 for each additional person over 3.)

The cost per course if the board **is not** a member of the NCEA **Department of Boards and Councils** is \$80 per person or \$200 for a team of three. (Add \$70 for each additional person over 3.)

(Your board or council's membership in the Department of Boards and Councils is in addition to any other NCEA memberships you may have, because it extends NCEA membership plus a whole array of specialized board publications, newsletters, and services to every member of your board. Visit www.ncea.org/departments/boards/Membership.asp for details.)

Amount \$ _____ Check enclosed
 My institution has an account. Bill account number _____
 Visa MasterCard
Card No. _____ Expiration Date _____
Name on Credit Card _____
Signature _____

Print this form and mail or fax completed form with payment to:

NCEA Boards Department
Suite 525
1005 North Glebe Road
Arlington, VA 22201-5792

Fax (703) 243-0025 ♦ Phone (800) 711-6232 ♦ boards@ncea.org