

Nonprofit Executive Seminar Series

Capacity Building for Executives, Officers and Board Members

The Hayward Area Historical Society, Hayward Nonprofit Alliance and City of Hayward Department of Community Services are hosting a Nonprofit Executive Seminar for the executive officer and board members of organizations. Workshops during the seminar are designed to help build the capacity of nonprofit administrators and board members to deliver programs and services that will benefit Hayward area residents, particularly children, youth and individuals of low income.

The Seminar fee of \$400.00 includes lunch and other provisions. Scholarships will be available for 34 individuals to attend the series. Pairs of the administrator and board chair of organizations are encouraged to apply. Applications are available from the Hayward Nonprofit Alliance of the Hayward Chamber of Commerce no later than Friday, March 10, 2015. The customized curriculum includes:

- Balancing mission and funding,
- Staff development and succession planning,
- Assessing the impact of key projects and programs for greater funding and support,
- Implementing fiscal policies to resolve long-term, structural deficits,
- Future trends in funding, and
- Right-sizing your organization for effectiveness.

The two day-long sessions will be held on March 31 and April 7 at the Hayward Area Historical Society's Center for History and Culture at 22380 Foothill Boulevard.

The Nonprofit Executive Seminar Series II is co-sponsored by the Hayward Nonprofit Alliance, Hayward Area Historical Society and City of Hayward Office of Community Services. This program is made possible through support from Federal Community Development Block Grant (CDBG) and City of Hayward Measure B Paratransit Funds.



HAYWARD
AREA
HISTORICAL
SOCIETY



Nonprofit Executive Seminar Series II

Application for 2015 Series

The Nonprofit Executive Seminar II is designed to help build the capacity of administrators and board members of not-for-profit organizations that have the most potential to expand and improve services to Hayward area residents, particularly those of low to moderate income.

Nonprofit Organization Information

Name: _____

Address: _____
Number Street City Zip Code

Phone: _____ Email: _____

Executive Director Information

Full Name: _____
Last First M.I.

Title: _____

Phone: _____ Email: _____

- Please attach a copy of your current resumé. Resumé attached

Board Member Information

Full Name: _____
Last First M.I.

Title: _____

Phone: _____ Email: _____

- Please attach a copy of your current resumé. Resumé attached

Please complete a second application for any additional Board Members that would like to participate.

- **What challenges does your Board face?**

- **What do you hope to learn in this Seminar Series?**

BIOGRAPHY (This section will be shared with fellow participants)

- **Please write a brief bio (100 words or less) which can be distributed to your fellow participants in the cohort.**

- **In general, aside from the challenging economy, in your opinion what is the current biggest challenge faced today by:**
 - **Nonprofit Executive Directors:**

 - **Boards of Directors:**

 - **Program Staff:**

STATEMENT OF COMMITMENT

The NONPROFIT EXECUTIVE SEMINAR SERIES II will meet in two day-long sessions on Tuesday, March 31 and Tuesday, April 7, 2015 at the Hayward Area Historical Society's Center for History and Culture, 22380 Foothill Boulevard in downtown Hayward. Pairs of the administrator and board chair or member of organizations are encouraged to apply. Acceptance into the SEMINAR represents a significant investment in the selected organizations. It is respectfully requested that all participants invest their time and effort to the sessions in return. Applicants are expected to attend each full day of the SEMINAR (exceptions will only apply when approved in advance). Applicants should review the dates of the program to confirm their availability prior to signing the Statement of Commitment.

Will your schedule (work and personal) allow you to make this commitment? Yes No

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COST

The Nonprofit Executive Seminar Series II is offered at a cost of \$400.00 per organization. Competitive full and partial scholarships are available for the Executive officer and Board Members to attend sessions together.

- Is your organization interested in consideration for a scholarship?
 - Yes Full Partial
 - No

SIGNATURE

I hereby submit my application to be considered as participant in the NONPROFIT EXECUTIVE SEMINAR SERIES II. I understand the purposes of the SEMINAR, and if I am selected to participate in the 2015 Seminar, I personally pledge to commit the time and resources necessary to successfully complete the program. **I understand that the first session is mandatory, and that no exceptions will be made.**

I understand the above commitments and fully agree to be bound by them in signing this application.

Executive Director Signature

Date

Board Member Signature

Date

Name of Organization

Is this application being submitted in conjunction with a second application from another in your organization?
(Optional)

Yes No

Name of second applicant: _____

SUBMIT APPLICATION

Electronic submittals are strongly encouraged. Visit www.haywardareahistory.org to download the electronic application. **Submit completed application by email or electronically to:**

Hayward Area Historical Society
Attn: Nonprofit Executive Seminar Series II
22380 Foothill Boulevard, Hayward, CA 94541
Tel: (510) 581-0223 ext. 121
Fax: (510) 581-0217

DEADLINE FOR APPLICATIONS: March 10, 2015

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