

AGENDA

WEEK 2

LEAD 7300 MANAGEMENT OF NONPROFIT ORGANIZATIONS

ARMSTRONG ATLANTIC STATE UNIVERSITY

1. Turn in biography forms.
2. Continue introductions of students. Submit Biography Forms.
 - Your “day job”
 - Your educational background (academic and professional/specialty)
 - Why you joined Armstrong’s PCL program
 - Why you signed up for this course
 - Your goals for the course
 - Your career goal
 - How you plan to use the knowledge that you will accumulate during this course
3. Discuss student questions regarding the Syllabus.
4. Publications and associations supporting professionals and organizations in the nonprofit field
 - ARNOVA. Association for Research on Nonprofit Organizations and Voluntary Action. They sponsor the journal *Nonprofit and Voluntary Sector Quarterly*. This is a bimonthly scholarly journal that reports on research and programs related to volunteerism, citizen participation, philanthropy, and nonprofit organizations around the world. nvsq.sagepub.com. ARNOVA holds an Annual Research Conference. The organization is located at 550 West North Street, Suite 301, Indianapolis, IN 46202 USA. (317) 684-2120. Fax (317) 684-2128. Website: www.arnova.org.
 - American Society for Association Executives (Washington, DC). They are the main national professional society for people who are professional managers in the nonprofit world. Among their publications is the magazine *Associations Now*, which is published six times per year. They hold an Annual Meeting and Exposition. They do some continuing education, including the Certified Association Executive (CAE) certification. They support some research. We have used their library.

- Georgia Society of Association Executives (Atlanta). Many of Georgia's association executives are members of GSAE. They publish the quarterly magazine *Connections*. 233 Peachtree St. NE. Suite 751. Atlanta, GA 30303. www.gsae.org. GSAE's Annual Meeting will be held in Savannah May 28 – 30. We will be there.
5. Discuss writing assignment WA2B. *My involvement in nonprofits*
 6. Continue discussions of textbook material
 - Chapter 2. Welcome to the movement. Pages 21-28.
 - Chapter 3. On leadership in the nonprofit sector. Pages 29-38.
 - First nine pages of the Syllabus.
 - Chapter 4, Taking charge of your nonprofit sector career. Page 41-56.
 - Part 2, Managing organizations and people. Page 57-61.
 - Chapter 5, Strategy and planning: turning a dream into reality. Page 63- 75
 3. Your graduate program has the potential to have a *transformational*, positive impact on you, and this course can be a player in that process.
 4. Submit two writing assignments, WA2A and WA2B.
 5. To prepare for WEEK 3 class, please read the following material. Come to class prepared to discuss.
 - Chapter 6, Strategic restructuring: collaboration, alliances, and mergers. Pages 77-92.
 - Chapter 7, Risk management and insurance. Pages 93-105.
 - Chapter 8, Making human resources work for you: best practices in nonprofit human capital management. Pages 107-125.
 6. Writing assignment WA3. Due WEEK 3. Write one paper. Choose one of the following two writing assignments. 600 words. You can earn up to 100 points on WA3A or WA3B. Come to WEEK 3 class prepared to discuss. Turn it in at the conclusion of the WEEK 3 class session.

Writing Assignment WA3A: *Good and bad leaders*.

Chapter 3 discusses leadership. Look back at the people for whom you worked. Pick out the best manager. What characteristics did they have that made them effective? Pick out the worst manager. What characteristics did they have that made them a poor manager? It is not necessary to mention their names.

OR

Writing Assignment WA3B: *Nonprofit Resume*

Write a resume. Whether or not it is one of your current goals, there is a possibility that you may someday want to spend part of your professional career working in nonprofit organizations. Draft a resume that shows what education, professional experience, personal experience and other skills you currently have that could land you a paying job in a nonprofit organization.

During WEEK 3 class we will discuss students' WA3A and WA3B.