



## REQUEST FOR WORKSHOP PROPOSALS

2022 Winter Workshop Series: Non Profit Board Service and Governance

Submission Deadline: Thursday, December 23, 2021

[Proposal Submission Link](#)

Leadership Metro Richmond is a community leadership development and engagement organization serving the Richmond region. For 40 years, LMR has strengthened our region by connecting diverse leaders and preparing them to serve. LMR programs provide community leaders with tools to serve effectively in their community engagement roles. The LMR 2022 Winter Workshop Series is designed to enhance the performance and elevate the standards of nonprofit boards and their leaders.

LMR seeks proposals from facilitators, trainers, and other individuals with expertise and experience in nonprofit board governance. Those submitting proposals must be prepared to write the content, facilitate its delivery, and provide assessment criteria to evaluate a participant's knowledge of the subject matter upon completion. The workshop series will occur in a virtual environment and at various times (mornings, lunchtime, afternoons). Proposals may be submitted for one or multiple sessions, depending on your area(s) of expertise. Below are the board governance topics that the series seeks to present, based on results of a recent survey conducted with local community leaders and nonprofit board members:

### 1. **Set Direction**

- A Board's Journey in Strategic Planning
- Shifting Roles as a Nonprofit's Life Cycle Evolves

### 2. **Provide Oversight**

- Board Chair & CEO: Roles & Relationship
- Board Culture of Assessments and Measures
- Leadership Succession (Board and/or CEO)

### 3. **Effective Board Operations**

- Beyond Nominating: The Role of Governance Committees
- Board Engagement & Effective Meetings
- Relationship Building for Boards

### 4. **Ensure Resources**

- Board Recruitment and Onboarding
- It's more than Fundraising – A Board's Role in Resource Development

## PROPOSAL CONTENTS

Submission of proposals must be online. The information requested in the proposal is listed below. To submit more than one workshop proposal, please complete a separate form for each workshop. Information on how to save your proposal is below. It is recommended that you write and save your responses in a separate document prior to filling out the online form.

## **WORKSHOP INFORMATION**

1. Workshop Title
2. Workshop Category – Set Direction, Providing Oversight, Ensure Resources, Board Operations
3. Workshop Description
4. What are the objectives of this workshop? How will attendees be able to apply what they learn directly to their board service?
5. Who is the ideal audience for this workshop? Please address experience level, leadership role, type of agency (e.g., prospective or current board members, officers, CEOs, startup agency, established agency, size by revenue levels).
6. Please outline the learning formats and the approximate length of each portion. Learning formats includes lecture, case study, panel, discussion, polls, Q&A, experiential learning activity and breakout room discussions.
7. Do you plan to use supplemental materials in your presentation (e.g., handout, pre-reads)?
8. Have you presented or facilitated on this topic in the past? If yes, please list when/where and, if available, a link to any sample content.
9. Would this workshop work better as a 90 or 120-minute session?

## **PRESENTER INFORMATION – REQUIRED FOR EACH PRESENTER (MAX OF 2)**

1. Contact information – name, phone, email
2. Organization or affiliation
3. Bio – 100 words limit, use third person
4. One reference (name, email, phone, relationship to presenter)
5. Upload your photo immediately prior to submitting the proposal.

## **IMPORTANT: HOW TO SAVE YOUR PROPOSAL**

To save your work and return to the form later, scroll to the bottom of the form and click "Save and Resume Later" just above the submit button. You will be taken to a page with a unique URL that you must save and use to return to your information. You can also enter your email where indicated to have the unique URL emailed to you. Without the URL you will not be able to access your saved information.

**Please Note:** Headshot uploads will not be saved. Please upload your headshot just prior to submitting your completed form.

## **QUESTIONS & ADDITIONAL INFORMATION**

Please contact [admin@lmronline.org](mailto:admin@lmronline.org) with any questions.

Proposals submission deadline is Thursday, December 23, 2021.

*Notifications on workshop selections will be sent by Monday, January 10, 2022.*

## **SELECTION CRITERIA**

The selection process follows a review of every proposal submitted. We are seeking a diverse and well balanced workshop series. In addition to clear objectives, topic relevance, and participant involvement, submissions will be evaluated for:

- Subject matter geared to board members and leaders of any nonprofit or defined sized nonprofits
- Tools, resources and knowledge that can be implemented when an attendee engages with their board
- Subject matter that helps nonprofits ensure sustainability and build longer-term capacity to fulfill their missions.

Proposals will be reviewed for:

- Well-defined, realistic learning objectives that can be achieved in the allotted time
- Linkages of content to learning objectives
- Content that is current and practical or cutting-edge
- Presenters with expertise in the topic area
- Prior speaking or presentation experience is preferred
- Experience presenting in a virtual environment
- Submission of all requested information

## **PRESENTATION STANDARDS**

Under no circumstances should a workshop be used for partisan politics and direct promotion of a speaker's product, service or monetary self-interest. Presenters also must refrain from overt statements, harsh language, or pointed humor that disparages any individual or group rightful dignity and social equity.

All presenters will need to provide a final electronic copy of their presentation to LMR ten days before the scheduled workshop date.

## **FAQ's**

- Will I be compensated?
  - *Yes, a maximum \$500.00 per session.*
- Do I have to be a LMR graduate?
  - *No. Familiarity with community leadership programs is preferred.*
- Are co-facilitators allowed?
  - *Yes, but only one facilitator will be compensated.*
- What is the timeline for the development of the virtual sessions?
  - *PowerPoint /Presentations must be submitted ten days in advance of the session.*
- When will the online virtual sessions be offered?
  - *During the first quarter of 2022.*
- What is the duration of the virtual session?
  - *Each of the sessions will be 90 – 120 minutes*
- Does the facilitator retain ownership of their work?
  - *Yes, ownership belongs to the facilitator*

## **About LMR**

**Leadership Metro Richmond (LMR)** is our region's community leadership development and engagement organization. LMR connects diverse community leaders, broadens their knowledge and perspectives on regional issues and provides them with tools to increase their ability to create impact through leadership. In addition, LMR programs assist community leaders and residents to connect to nonprofit board service opportunities. For more information, visit <http://www.LMRonline.org>.