

is pleased to present, for **FREE**,

Best Practices for Nonprofit Board Governance and Human Resources

presented by

Nicole S. Dandridge

Attorney at Law



WHEN:

Tuesday, January 12, 2010

2:00 pm – 5:00 pm

WHERE:

**Hannah Community Center
819 Abbott Rd in East Lansing**

The Workshop: Every nonprofit organization, whether new or established, is faced with developing and maintaining healthy board governance and human resource practices. Come and learn best practices for board governance and human resources, and walk away with a solid plan for how you will handle matters such as:

Board Governance – Sustaining and Maintaining an Effective Board of Directors

1. Conducting a New Board Member Orientation
2. Conducting a Yearly Board Retreat
3. Bylaws
 - a. Board Member duties/responsibilities
 - b. Voting
 - c. Liability/Indemnification
 - d. Committees
4. Board Policies Manual

Human Resources – Managing Employees, Volunteers and Independent Contractors

1. Employee contracts
2. Volunteer contracts
3. Third-party (Independent Contractor) contracts
4. Liability/Indemnification
5. Human Resources Policies Manual

The best practices will be taught in an interactive learning environment, so come ready to share your thoughts and experiences.

The Presenter: The Dandridge Firm, PLC was founded by Nicole S. Dandridge in 2003. Ms. Dandridge's current and prior legal experience shows a distinct track record which reflects her commitment to providing exemplary legal service to businesses and nonprofit organizations alike. Her practice areas include business, nonprofit, trademark and copyright law.

Ms. Dandridge is a Clinical Professor at Michigan State University College of Law, where she teaches business and nonprofit law. She also instructs a wide range of legal business seminars, including Business and Nonprofit Organization Formation, Obtaining and Complying with Nonprofit Tax Exempt Status, and Trademark & Copyright 101.

Her past experience includes serving as In-House Counsel for an Economic Development Coalition in Miami, FL, where she assisted entrepreneurs with business transactions, including entity formation; negotiation, review and preparation of contracts and leases; as well as trademark and copyright registration and compliance. She was also a litigation associate at a Fort Lauderdale, FL law firm, where she represented clients before the Circuit Court in commercial, liability defense and labor and employment matters. She is a member in good standing of the State Bar of Michigan and the State Bar of Florida.

Advance Registration is Requested: Send separate registrations for each participant, by email, to powerofweconsortium@ingham.org and please include – Name, Title/Position, Organization, Daytime Phone Number, Individual E-mail Address, Workshop Title. Registration and networking begins at 1:30 pm and light refreshments will be served.