

2016 AEC VOLUNTEER LEADERSHIP TRAINING WORK GROUP

Presidential Briefings: A monthly guide to your year in office

Month	Topic	Proposed Speaker	Video vignette URL	Objectives/Content
Late August	Introduce Presidential Briefings	Bill Brown	-Leadership Summit Resources	Welcome incoming Leaders/Bill's message
September	President and Chief Staff Executive Partnership	Doug Hinderer	-Doug's Summit Video -President/Chief Staff Executive Checklist	-Awareness of President and Chief Staff Executive Checklist
October	Making a Smooth Transition/Working with your President Elect	Richard Caplan, past president, Portland Metro AOR; Michele Holen, Chief Operating Officer	-Email and video	-Role of past president -Prepare incoming leader -Support association/stay involved -Take on tough projects/conversations -Recruit new leaders
November	Your Year in Office – Advice for Success	Tom Salomone	-Tips for a Successful Year in Office (video) <ul style="list-style-type: none"> • How to make a difference to ALL members • Do you need a theme to succeed? • Tom's number one suggestion 	Tips for Leadership Success – from a President's viewpoint
December	Role of Chairperson/How to run a meeting/ Parliamentary Procedure	NAR's VP of Committees: Kevin Sears; Mabel Guzman	-Presiding Like a Pro OREA Just-in-time Learning Leadership Series https://www.youtube.com/user/RobertsRulesOfOrder	The Role of the Chairperson 7 Habits For Highly Effective Meetings

January	Compensation & Benefits Policy	Donna Garcia/new HR outreach staff	- NAR Human Resources Toolkit -Create introduction video or talking points	-Tool used to attract, retain, and motivate employees -Equitable policy insures fair treatment and compensation - Policy assists the board of directors in their fiduciary duties
February	The Value of Core Standards	Travis Kessler	-Create video	-Ensure that volunteer leaders understand the value of Core Standards and are aware of the process -Introduce new Core Standards Value Proposition initiative
March	The Value of AE Institute	AEI Chair and President	-Use AEI video snippets from “In Case You Missed It” AEI sessions	-Why send your AE to AEI -Value and benefits of AEI -Resources AE brings back to association and leadership
April	Prepare for REALTORS® Legislative Meetings	Bill Brown	-Create talking points	-How to get the most out of the NAR REALTORS® Legislative Meetings
May	From the View of the Chief Staff	Dale Stinton	- <i>DRAFT</i> : Tips from NAR’s CEO	
June	Communications	Elizabeth Mendenhall	-Elizabeth – create talking points/video	- Tips to improve presentation - Communicate Effectively in front of Large Groups - How to be an Authentic Speaker

July	Chief Staff Performance Evaluation	Tessa Hultz Robert Harris	https://www.youtube.com/watch?v=gKNWVTeoMSE Chief Staff Performance Evaluation Process Robert C. Harris, CAE, The Nonprofit Center, CEO Performance Tools Local Association Compensation Profile Survey Create introduction video or talking points	<ul style="list-style-type: none"> -Communicate purpose and value of evaluation -Who administers the evaluation? -Timing of evaluation -Authority for evaluation -Evaluation content -Under Core Standards: certify that performance review for chief paid staff has been conducted.
Early August	Fiduciary Duties	Katherine Johnson	http://www.realtor.org/videos/fiduciary-duties-owed-by-directors-of-associations	Fduciary duties that members serving on the board of directors of a REALTOR® association owe to the association

25 Leadership Quotes: <http://jeroen-de-flander.com/leadership-quotes/#leadership%20quotes%20video>