



SISTERS OF CHARITY FOUNDATION
of South Carolina

Education Component

2008 Board Governance and Ethics Workshop

Philosophy

As good stewards, it is the desire of the Sisters of Charity Foundation of South Carolina to provide a diverse population of non-profit organizations in South Carolina with the opportunity to expand their skills and knowledge and enhance educational access, while cultivating personal and organizational responsibility and capacity.

The purpose of the Foundation's Education Component is to leverage training and educational opportunities for the capacity building needs of multiple non-profit organizations in the state of South Carolina.

The Educational Component strives to develop intentional individuals and organizations who are empowered, informed and responsible, provide learning environments that integrate emerging trends and innovation and promote continuous learning.

Who Should Apply?

This workshop is designed for the Executive Director or President/CEO of the organization, accompanied by an Executive Board Member.

To allow more interaction and learning opportunities, each workshop is limited in size. Participation in the workshop is determined by a selective process. The selection process requires the submission of a completed application form. Please mail, fax or e-mail your application to Katrina Spigner at the Sisters of Charity Foundation of South Carolina:

2711 Middleburg Drive | Suite 115 | Columbia, SC 29204
o: 803.254.0230 | f: 803.748.0444 | kspigner@sistersofcharitysc.com

About the Workshop

Thursday, May 15 from 10 a.m. - 4 p.m.

(Registration begins at 9:30 a.m.)

Sisters of Charity Foundation of South Carolina Office

Developing and maintaining a strong board is crucial for any non-profit's organizational success in effectively reaching its vision, mission and goals. In addition, non-profits are held to higher ethical standards than other organizations. Whether a new or longstanding non-profit agency, attention to board governance and ethical processes require focused attention. This interactive workshop is designed to address principles necessary for effective board governance and success. Special attention will be given to board roles, responsibilities, ethical issues and effective board governance strategies. There will be discussion on ethics and leadership, and how the two go hand in hand. Success principles will be shared in a hands-on format including presentation and interactive group discussions/activities. Workshop participants will leave with practical and ready-to-use ideas to utilize with their boards.

About the Facilitators

Stephanie K. Cooper-Lewter, MSW

Child welfare professional and international adult adoptee, Stephanie K. Cooper-Lewter, M.S.W. is currently Director of Research and Evaluation at Healthy Learners. With over ten years experience working in non-profit and faith-based community organizations, she brings a wealth of knowledge implementing capacity building, empowerment and evaluation strategies in a culturally responsive manner.

Thomas C. Keith, MBA

An adjunct lecturer on ethics at Winthrop University, Tom Keith is the Executive Director of the Sisters of Charity Foundation of South Carolina; a position he has held since March of 1996. Prior to joining the Sisters of Charity Foundation, Mr. Keith spent 20 years in non-profit management in five states.

APPLICATION DEADLINE:
April 18, 2008

Applicants will be notified of decisions
May 1, 2008.



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Name _____

Current Position/Title _____ Years with Organization _____

Organization _____ Age of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Brief overview of the work of the organization _____

Organization's Mission _____

Operating methods (A brief explanation of how the organization works.) _____

Annual Operating Budget _____

Funding (A description of where the organizational funding comes from, with percentage breakdowns where available.) _____

_____ Grants ____ Events ____ Annual Donors ____ Other ____

Governance (An explanation of how the organization is run, to whom it is answerable and how it forms policy.) _____

Geographical spread (The counties in which the organization is active, the presence of regional offices, the number of staff employed and the headquarters location.) _____

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1. Rank in order of importance the following skills for board members (1 being most important; 6 being least important):

- Personal wealth
- Fundraising skills
- Community leadership and influence
- Strategic planning skills
- Business management skills
- Specific profession-related expertise/skills to share (such as law, etc.)

2. What percentage of your boards' time is spent on the following responsibilities, including time spent in board meetings? (Total should equal 100% percent).

- Fundraising
- Board Development
- Governance (Setting Policies & Reviewing Practices)
- Strategic Planning and Progress Review
- Marketing and Agency Promotion

3. Do each of the Board of Directors sign and renew annually a commitment letter/form that sets forth their expected roles and responsibilities (this should include orientation, length of service and rotation of board members)? Circle: Yes or No

4. Are the Board of Directors evaluated yearly based on both their individual and overall board performance in relation to previously established goals and expectations? Circle: Yes or No

5. Does the board composition currently reflect the diversity needed by the organization to successfully reach agency mission and strategic plan? Circle: Yes or No

6. How many years have you been a part of this organization? _____

7. How do you connect personally with the vision, mission and values/principles of this organization? _____

8. What has been the biggest challenge the board has faced in the last year as it relates to board governance and ethics? _____

9. What has been the hardest decision the board has faced in the last year? _____

10. Any specific board governance or ethical questions you would like answered in the workshop? _____

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