Project LEAD (Leadership Effectiveness and Diversity) is a United Way of King County leadership program which aims to increase the representation of Black, Indigenous, and People of Color (BIPOC) on nonprofit boards and in other positions of community leadership in King County.

Project LEAD sessions are conducted weekday evenings and all-day Saturdays during March 2023. Please review the dates carefully in determining whether to apply, as participants will be required to attend ALL workshop sessions.

<table>
<thead>
<tr>
<th>Date/Time/Location</th>
<th>Topics</th>
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| Wednesday, March 1, 2023  
6:00 pm - 8:00 pm  
Location: K&L Gates | Program Orientation  
& Issues Facing Nonprofit Organizations |
| Saturday, March 4, 2023  
8:30 am – 4:30 pm  
Location: K&L Gates | Board Operations and Protocol  
& Collaboration and Conflict Resolution |
| Wednesday, March 8, 2023  
6:00 pm - 8:30 pm  
Location: K&L Gates | Stand by Your Mission: The Board’s Role in Advocacy |
| Saturday, March 11, 2023  
8:30 am – 4:30 pm  
Location: K&L Gates | Fiscal Management: What Board Members Must Know  
& Strategic Fundraising with a Racial Equity Lens |
| Wednesday, March 15, 2023  
6:00 pm - 8:30 pm  
Location: K&L Gates | Managing Risk: The Legal Implications of Board Service |
| Saturday, March 18, 2023  
8:30 am – 4:30 pm  
Location: K&L Gates | Building the Airplane as You Fly it: Creating Bold Strategy in Your Organization  
& Equity Leadership: How to Get your Board to Do the Right Thing |
| Wednesday, March 22, 2023  
6:00 pm - 8:30 pm  
Location: K&L Gates | Making the Connection: Learning from Experience |
COVID-19 Precautions
All events for this program will be held in-person. The program sessions will occur at K&L Gates in Downtown Seattle, WA. The location for the Graduation and Agency Fair have yet to be determined. *Information regarding COVID-19 precautions will be updated once more information from the host site for the program is confirmed. If you have any questions, please reach out to our staff.*

Program Criteria
Due to the critical community need for representation of BIPOC individuals at the board level, Project LEAD is open only to those who identify as BIPOC. In addition, applicants will be selected based on the following criteria:

1) Previous volunteer service at a significant personal or community level.
2) Experience and success working as part of a team - at work, in the community, etc.
3) Commitment to the program and its expectations.
4) Demonstrated readiness for the legal and fiduciary responsibilities required for board service (please review the document below “Are You Ready to be a Board Member?”).

Participants are expected to:
1) Attend and actively participate in ALL program sessions.
2) Honor the program expectation to serve on a board and/or committee of your choice following completion of the workshop series.
3) As part of your commitment to Project LEAD, you will fundraise $200 for United Way of King County as part of the learning experience.

Please note: Project LEAD provides assessment tools and information to assist you in connecting to organizations that match your interests. The ultimate decision of which board or committee you join is a mutual one between you and the organization.

Application Deadline and Selection Process
Completed applications are due November 30, 2022. Applications are completed online at https://uwkc.smapply.org/prog/project_lead_2023/. If you do not have a SurveyMonkey account, you must create one in order to submit an application.

To ensure program excellence and a positive experience for all involved, participants are selected through a competitive screening process. Up to 45 individuals will be selected to participate in the program and a representative of Project LEAD will contact qualified applicants for a brief phone interview following the application deadline.

If you are not Black, Indigenous, or a Person of Color, but would like information on other board training opportunities, please visit https://www.501commons.org/resources/training-and-networking-events.

If you have any questions, please email projectlead@uwkc.org.
Project LEAD Workshop Information
(Please save this information for future reference)

Class Selection
Applications are reviewed based on the criteria noted. The selection process is extremely competitive and typically some applicants are accepted and placed on a one-year waiting list. Please review the class dates carefully to ensure that you are available to participate in ALL sessions.

Fees
There is a $200 fee to cover the cost of program materials. Do not send payment with the application. The fee is due once you are accepted into the program. A limited number of partial scholarships are available. Information on accessing scholarships will be sent following your acceptance.

Attendance
The commitment required to participate in Project LEAD is small compared to the commitment of time and money involved in serving on a board. Please confirm that you can attend all class dates listed. To assure a consistent learning experience for all participants, attendance at ALL workshops is mandatory. Please clear any exceptions through the Project LEAD office. Due to the amount of information covered during each session, it is of the utmost importance that participants arrive prepared, on time, and remain for the entire session.

Refreshments
Morning refreshments are available on Saturday starting at 8:00 a.m. The training on those days will start promptly at 8:30 a.m. Lunch is also included on Saturdays. Weekday evening sessions include refreshments starting at 5:30 p.m. The evening trainings will start promptly at 6:00 p.m.
Are You Ready to Be a Board Member?

Give careful consideration before making the commitment to board service. Awareness of the crucial role the board and board members play in governing nonprofit organizations is essential.

TEN BASIC RESPONSIBILITIES OF NONPROFIT BOARDS

The Board of Directors is a group of volunteers legally responsible for making sure the organization remains true to its mission, safeguards its assets, and operates in the public interest.

<p>| 1 | Determine the organization’s mission and purpose. |
| 2 | Select the CEO. |
| 3 | Support the CEO and review his or her performance. |
| 4 | Ensure effective organizational planning. |</p>
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<thead>
<tr>
<th>5</th>
<th>Ensure adequate resources.</th>
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<tr>
<td>6</td>
<td>Manage resources effectively.</td>
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<tr>
<td>7</td>
<td>Determine, monitor, and strengthen the organization’s programs and services.</td>
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<tr>
<td>8</td>
<td>Enhance the organization’s public standing.</td>
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<tr>
<td>9</td>
<td>Ensure legal and ethical integrity and maintain accountability.</td>
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<tr>
<td>10</td>
<td>Recruit and orient new board members and assess board performance.</td>
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RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

As a Board Member, you also have specific responsibilities and expectations to fulfill in order to safeguard your legal and fiduciary role and the well-being of the organization.

<p>| 1 | Make a personal financial contribution to the organization. |
| 2 | Attend all board and committee meetings and functions, such as special events. |
| 3 | Be informed about the organization’s mission, services, policies, and programs. |
| 4 | Review agenda and supporting materials prior to board and committee meetings. |
| 5 | Serve on committees and offer to take on special assignments. |</p>
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<th>6</th>
<th>Inform others about the organization.</th>
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<td>7</td>
<td>Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.</td>
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<td>8</td>
<td>Keep up to date on developments in the organization’s field.</td>
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<td>9</td>
<td>Follow conflict of interest and confidentiality policies.</td>
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<td>10</td>
<td>Refrain from making special requests of the staff.</td>
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<td>11</td>
<td>Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements.</td>
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PERSONAL CHARACTERISTICS TO CONSIDER

Ability to listen, analyze, think clearly and creatively, and work well with individual people and groups.

Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on assignments, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself, coach and advise the CEO, and make tough decisions.

Possess honesty, sensitivity, and openness to differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit’s development, and a sense of humor.

Willingness to develop certain skills if you do not already possess them, such as – cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization or the community it serves.