

### 5-6:30 p.m. | How to Run an Effective Meeting & Basic Roberts Rules

Running an effective meeting is crucial whether you are in a governance or a school/work committee meeting. Leaders must understand basic requirements such as setting an agenda, taking minutes, record keeping, scheduling meetings, and communication with eligible participants or members of the organization/committee.

Audience: Presidents & Vice Presidents | Facilitator: Chandra Madafferi, MEA Vice President

### 5:15-6:45 p.m. | Association & Building Rep Training I

Are you a new or experienced building/association representative? This training discusses basic responsibilities and the importance of communication.

Audience: Association/Building Reps. & anyone who haven't attended the training | Facilitator: Krista Abbott, UniServ Director

### 7-8:30 p.m. | MEA Systems for Leaders

Check out the MEA Member Portal, featuring leader tools for accessing and visualizing membership information via reports and dashboards. Learn about other tools available to leaders, including the Dues Calculator and Event Manager. Walk through the online election process, including a demonstration of the voting experience.

Audience: Presidents, Vice Presidents, Treasurers & Membership Chairs | Facilitators: Brett Smith, MEA Secretary-Treasurer & Angela Lanczynski, Member Information Systems Director

### 7:15-8:45 p.m. | Running a Local School Board Election

Now more than ever electing individuals to local school boards who support our members and students is crucial. This session is designed to help you energize, activate, and engage your members in the 48 days left until the election! When we campaign, we win.

Audience: All members & PAC Chairs | Facilitator: Liza Parkinson, Temp UniServ Organizational Development Specialist

### 5-6:30 p.m. | New Officer Training

Are you a newly elected officer or just want a review of best practices? Then this training is for you. A general overview of all officer positions will be covered and is a great course for all new presidents. This session is part of the Presidents' Academy.

Audience: All Presidents' Academy members & new officers | Facilitator: Chandra Madafferi, MEA Vice President

### 6:30-8 p.m. | What Your Dues Dollars Do

This session will provide an informative look at the different levels of the union and how dues dollars are allocated and will also include a summary of the MEA budget in which dues dollars are spent. The session will also review the current MEA dues structure.

Audience: All members | Facilitator: Brett Smith, Secretary-Treasurer

### 7-8:30 p.m. | Association & Building Rep Training II

Relationships between administrators and staff are not only essential to a healthy work environment, but can have a direct correlation to improved student results or work production. This session focuses on different roles an association representative can have including improved communication, building relationships within buildings, and representation interests of the members on various committees and with administrators.

Audience: Officers who haven't attended the training | Facilitator: Krista Abbott, UniServ Director

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# GOVERNANCE SUPER WEEK

September 19-22

Virtual

## 5-6:30 p.m. | Taking POWERFUL NOTES

This session will discuss why taking notes as a local leader is so critical in both member representation and in bargaining. Different types of note taking will be discussed as well as what and how to write it down.

Audience: All Local Officers and Association/Building Reps. | Facilitators: Suzanne Clark, MEA Arbitration Specialist & Wendy Eppler, Mt. Pleasant EA President

## 6:30-8 p.m. | Legislative & Election Update

Hear about the latest happenings in Lansing and how they affect your career. Learn about the importance of PAC and electing friends of public education.

Audience: All members | Facilitators: Paula Herbart, MEA President & Doug Pratt, Director of Public Affairs

## 7-8:30 p.m. | Preparing to Bargain Your Next Contract

This session will review the basic things that need to be done prior to beginning the negotiation process. Topics include team selection, how to get the critical information needed to prepare for the bargain, and how to use that information to begin to prepare your proposals.

Audience: All new leaders & potential bargaining team members | Facilitator: Craig Culver, Bargaining Consultant

## 5-6:30 p.m. | Election Best Practices

This session will cover election best practices from nomination notices to election timelines and conducting the election. Having an election that is transparent and follows the procedures of your local, coordinating council, or region governance documents is essential to maintain the trust and dignity of our association. The MEA online election system will also be discussed.

Audience: All officers | Facilitator: Lisa Harrison, MEA General Counsel

## 5:15-6:45 p.m. | Get in the Know: Successful Organizing & CLL Offerings

This session will review the new MEA Organizing and Retention (OAR) documents and cover organizing "musts" for all locals. We will also provide an overview of everything the Center for Leadership & Learning (CLL) has to offer this year.

Audience: Building Reps, officers, all members | Facilitators: Kia Hagens, Center for Leadership & Learning Director & Marcy Kamienecki, Associate Executive Director - Field Services & Organizing

## 6:30-8 p.m. | Treasurer's Training & Financial Best Practices

Are you a new or experienced treasurer? This training is for a local, coordinating council or region treasurer looking to learn best practices to ensure financial responsibility.

Audience: Treasurers & new Presidents | Facilitator: Brett Smith, Secretary-Treasurer

## 7-8:30 p.m. | Governance Documents Review

Have your local Constitution & Bylaws been updated in the past five years? If not, please join us to discuss how to make the process easier by utilizing MEA model language and checklists.

Audience: Officers or committee chairs of local Governance Review Committees | Facilitator: Lance Little, Governance Review Committee Chair

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