

LEADERSHIP

*Leadership Training
For A Better Community*

York

LUNCH ON BOARD



LEADING EFFECTIVE & PRODUCTIVE MEETINGS

Keeping Meetings Focused & Relevant

Tuesday, October 25, 2011
11:45 AM to 1:30 PM

The Bon Ton Corporate Center
2801 East Market Street, York

Leading Effective and Productive Meetings

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11:45 AM - 1:30 PM

Have you ever experienced a meeting that was disorganized, boring, or overwhelming?

Sadly, these types of meetings are all too common!

Leading effective and productive meetings is an art and a skill. If you want to improve your board or committee meetings, come to this seminar to gain strategies that will help you:

- Keep the meeting focused and productive
- Get better attendance
- Generate more involvement from board and committee members
- Increase follow-through on agenda items between meetings
- Improve the decision-making process
- Influence the meeting flow even when you are *not* the chairperson

Presenter: Carolyn Warman
Executive Director, Leadership York

Carolyn has 15 years of nonprofit governance experience and 30 years of training experience and has been the Executive Director at Leadership York since 2000. She chairs the United Way of York County's Partner Agency Executive Directors and serves as Vice-chair on the board of Girl Scouts in the Heart of Pennsylvania. She has chaired and attended more meetings than she would like to admit!

Sponsored By: **Barton** Associates

REGISTRATION INFORMATION

Please enclose a check for \$25 per person payable to:
LEADERSHIP YORK

Lunch and materials are included
Registration Deadline: October 21, 2011

Return registration form with payment to:
Leadership York
39 East King Street, York, PA 17401
846-5323 or info@leadershiptyork.org

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

HOME ADDRESS: _____

Please list any organizations for which you volunteer & the position you hold:

Form may be copied for additional registrants.