

New Executive Director Institute 2024

December 3 – 4, 2024 | San Deigo, CA



DRAFT Schedule and Agenda

December 3, 2024

Time	Topic
9:00am – 9:30am	Welcome, Introduction of Facilitators and Attendees <i>Denise Harlow, CCAP, Chief Executive Officer, National Community Action Partnership</i> <i>Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</i>
9:30am – 10:00am	Community Action Purpose, Context, and Models <i>Discussion of the unique aspects of Community Action and its potential.</i>
10:00am – 10:30am	Challenges of Leading in Today's Environment <i>During this time, we will begin to unpack some of the common challenges and opportunities leaders are experiencing.</i>
10:30am – 11:00am	Break
11:00am – 12:00pm	Community Action Advocacy <i>Community Action leaders are engaged in a variety of advocacy efforts at the local, state, and federal levels. This session will provide an opportunity to learn more about advocacy resources and ask questions.</i>
12:00pm – 1:00pm	Lunch Session and Networking (Lunch Provided)
1:00pm – 2:30pm	Board Governance <i>During this session, facilitators will provide an overview of the unique aspects of Community Action board governance using common scenarios encountered by Community Action leaders.</i>
2:30pm – 2:45pm	Break
2:45pm – 3:45pm	Community Action Financial Leadership for Executives <i>Financial management and leadership topics related to board governance and agency operations will be highlighted. Facilitators will share resources and best practices and attendees will have an opportunity to raise questions.</i>
3:45pm – 5:00pm	Experienced Community Action Executive Panel <i>This session will provide an opportunity for attendees to hear from a seasoned Community Action leader and ask questions.</i>
5:00pm – 5:30pm	Peer Connection and Special Topics <i>Attendees will have an opportunity to engage with peers and discuss leadership challenges and opportunities encountered since stepping into their roles.</i>

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December 4, 2024

Time	Topic
8:30am – 9:00am	Community Action Leadership Supports and Resources <i>During this time, we will highlight NCAP resources for leaders and agencies to use to build capacity and pursue excellence.</i>
9:00am – 10:30am	Centering Racial Equity <i>During this session, participants will learn about the intersection of equity and the Community Action mission, NCAP's equity journey, and strategies and resources for applying the racial equity lens to this moment.</i>
10:30am – 10:45am	Break
10:45am – 11:45am	Working with your State Association and State CSBG Office <i>Learn more about the value and benefits of collaborations between CAAs and the State CSBG Office and what is possible when the state Community Action Association and State CSBG Office work together.</i>
11:45pm – 1:00pm	Lunch (on your own)
1:00pm – 2:00pm	Human Resources, Talent Management, and the Community Action Workforce <i>Human capital is the most important resource the organization has. This session will create space for attendees to discuss current talent management challenges and share best practices to improve recruitment and retention strategies.</i>
2:00pm – 2:30pm	Creating a Data Culture <i>How do we as leaders build an organizational culture that uses data to be good and not just look good? Many Community Action leaders are finding new ways to move from a funder-centered data approach to one that is more community-centered and focused on learning.</i>
2:30pm – 3:00pm	Outreach, Marketing, and Fundraising <i>This time will provide an opportunity to learn and discuss Community Action branding tools and share best practices for marketing and fundraising.</i>
3:00pm – 3:30pm	Final Reflections & Adjourn

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