



LAWYERS ALLIANCE OF NEW YORK

WORKSHOP TITLE	WORKSHOP DESCRIPTION	WORKSHOP DATE/TIME
<p>Board Development and Accountability</p> <p>Name, Title of Trainer: Gail Bayarin, Staff Attorney Randall Quan, Managing Director</p> <p>Trainer Affiliation: Lawyers Alliance for New York and Community Resource Exchange</p> <p>Target Audience:</p>	<p>This seminar will examine the board's role in meeting accountability standards. Topics will include: sound corporate governance, transparency in fiscal reporting, and proper personnel management. Participants will learn how to read and understand financial documents, how to develop human resource materials, and how to compare and set salaries, three common challenges for board members.</p> <p>For Executive Directors and Board Members.</p>	<p>4/9/2008 10:00am – 5:00pm</p> <p>Location: Community Resource Exchange (CRE) 42 Broadway New York, NY 10017 20th floor</p>
<p>Employment Law and Personnel Management</p> <p>Name, Title of Trainer: Judith Moldover, Senior Staff Attorney</p> <p>Trainer Affiliation: Lawyers Alliance for New York</p> <p>Target Audience:</p>	<p>A nonprofit organization's staff is its greatest resource. Managing employees with legal compliance and sensitivity is fundamental to an agency's success. This workshop covers the employment and labor law issues commonly confronted by managers of nonprofit organizations, at the federal, state and local levels. Participants will learn the difference between independent contractors and employees; "exempt" and "nonexempt" employees under the wage and hour laws; how to develop and update personnel policies and manuals; the importance of personnel record-keeping and how to avoid discrimination claims when hiring and firing.</p> <p>For Board Members, Executive Directors, Human Resources professionals, and other Managers of nonprofit organizations.</p>	<p>4/17/2008 9:30am – 12:30pm</p> <p>Location: Laura Parsons Pratt Conference Center 281 Park Avenue South New York, NY 10010 Room A</p>

To reserve your space for any of these workshops, please fill out and mail your registration form to Lawyers Alliance for New York, 330 Seventh Ave., 19th Floor, New York, NY 10001, or fax it to us at (212) 941-7458. Please list each applicant separately.

You can find registration forms at www.lawyersalliance.org, or contact Nancy Cruz at 212-219-1800, ext 221 or ncruz@lawyersalliance.org.



WORKSHOP TITLE	WORKSHOP DESCRIPTION	WORKSHOP DATE/TIME
<p>Mergers and Strategic Alliances</p> <p>Name, Title of Trainer: Linda Manley, Legal Director</p> <p>Trainer Affiliation: Lawyers Alliance for New York</p> <p>Target Audience:</p>	<p>This workshop will address the issues surrounding mergers and other types of strategic alliances of nonprofit corporations. The focus of this workshop will be the legal steps which must be accomplished in order to formally merge nonprofit corporations. Attention will also be paid to determining when a merger is in the best interest of the organization, which organizations the nonprofit should consider merging with, and how the merged organizations might operate going forward.</p> <p>For Managers and Board Members.</p>	<p>4/30/2008 9:30am – 12:30pm</p> <p>Location:</p> <p>The Support Center for Nonprofit Management 305 Seventh Avenue New York, NY 10001 11th floor</p>
<p>Creating a Successful Community Lending Program</p> <p>Name, Title of Trainer: Neil Stevenson Senior Staff Attorney</p> <p>Trainer Affiliation: Lawyers Alliance for New York</p> <p>Target Audience:</p>	<p>Nonprofit organizations are responding to the need for credit in New York City's underserved neighborhoods by establishing loan funds and other programs that enhance the availability of credit and lend money to individuals and small businesses. This workshop explores the various components of running a successful community-based lending program. Starting a loan fund, how to raise capital, types of loans and financial products, evaluating financing applications, how to document loans, as well as legal and regulatory considerations will be covered.</p> <p>For Managers from organizations interested in creating a community lending program</p>	<p>5/16/2008 9:30am – 12:30pm</p> <p>Location:</p> <p>Laura Parsons Pratt Conference Center 281 Park Avenue South New York, NY 10010 Room B</p>
<p>Volunteer Recruitment and Management Seminar</p> <p>Name, Title of Trainer: Judith Moldover, Senior Staff Attorney and Elizabeth Guggenheimer, Deputy Executive Director</p> <p>Trainer Affiliation: Lawyers Alliance for New York</p> <p>Target Audience:</p>	<p>This seminar will focus on the development of sound volunteer procedures and will cover the organizational, practical and legal issues relating to recruiting and retaining an effective volunteer workforce, while protecting the organization from liability. Topics will include: volunteer recruitment and management strategies, volunteer codes of conduct, volunteer policies, and insurance and liability issues relating to volunteer programs.</p> <p>For Volunteer Coordinators, Managers and Supervisors of nonprofit organizations that use volunteers.</p>	<p>5/21/2008 10:00am – 5:00pm</p> <p>Location:</p> <p>Community Resource Exchange (CRE) 42 Broadway New York, NY 10017 20th floor</p>

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<p>Preventing and Responding to Harassment in the Workplace</p> <p>Name, Title of Trainer: Judith Moldover, Senior Staff Attorney</p> <p>Trainer Affiliation: Lawyers Alliance for New York</p> <p>Target Audience:</p>	<p>This workshop will cover what Managers can do to prevent harassment in the workplace. Topics will include: development and enforcement of anti-harassment policies, investigation of employee and volunteer complaints, and organizing training for staff.</p> <p>For Board Members, Executive Directors, Human Resources Professionals, and other Managers of nonprofit organizations.</p>	<p>6/5/2008 9:30am – 12:30pm</p> <p>Location:</p> <p>Laura Parsons Pratt Conference Center 281 Park Avenue South New York, NY 10010 Room A</p>
<p>Legal Aspects of Purchasing and Selling Real Estate (New)</p> <p>Name, Title of Trainer: Gail Bayarin, Staff Attorney Hedwig O'Hara, Senior Staff Attorney</p> <p>Trainer Affiliation: Lawyers Alliance for New York</p> <p>Target Audience:</p>	<p>This workshop will provide the legal perspective on what nonprofits need to know to purchase and sell real property. Negotiating the transaction, conducting due diligence on the property and the steps that should be taken by the corporation to approve the deal will be addressed. The workshop will also describe important issues involved in the sale of real property, including oversight by the New York Attorney General's office and New York State Supreme court of a sale constituting substantially all of a nonprofit's assets. There will be interactive exercises to explore negotiating strategies. Participants will gain a basic understanding of what goes into negotiating a real estate purchase and closing on a real estate transaction.</p> <p>For Board Members, Executive Directors and other nonprofit Managers interested in purchasing or selling real estate.</p>	<p>6/12/2008 9:30am – 12:30pm</p> <p>Location:</p> <p>Laura Parsons Pratt Conference Center 281 Park Avenue South New York, NY 10010 Room B</p>

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