



National Association of Housing and Redevelopment Officials

COMMISSIONERS! EXECUTIVE DIRECTORS!

The Michigan Chapter holds exclusive licensing from National NAHRO to offer high-quality NAHRO professional development programs for Commissioners right here in Michigan. Commissioners can obtain the training they need to effectively discharge their responsibilities on the Board and save time without breaking the bank (and the budget) travelling to high-priced venues in other parts of the country.

Commissioners' Fundamentals and Ethics and the Housing and Community Development Commissioner trainings are being scheduled to take place in Sturgis, MI. Completion of both seminars qualify commissioners to receive certification from NAHRO, as a NAHRO Certified Commissioner (NCC). Participants may attend either seminar at a cost of \$350, or the combined seminars at a cost of \$600.

Space is limited. Sign up soon!

Host: Sturgis Housing Commission

Dates: December 14-16, 2011

Cost: \$600 per person for combined training
\$350 per person for individual seminar training
(lunch included on Wednesday and Thursday)

Location: Sturgis Housing Commission
Dining Room
128 S. Nottawa St.
Sturgis, MI 49091

Accommodations: Attendees will be responsible for their own housing arrangements. Local hotels and numbers:

- Best Western, Howe, MI 260-562-2880 \$71.09/night
- Hampton Inn, Sturgis, MI 269-651-4210 \$84/night

Please see attached for curriculum & registration information



Commissioners' Fundamentals and Ethics Seminars

Location – Sturgis Housing Commission
128 S. Nottawa St.
Sturgis, MI 49091

Schedule - Day One: 8:00 a.m. registration ~ 8:30 a.m.-5:00 p.m.class

Day Two: 8:30 a.m. – 5:00 p.m.

Day Three: 8:30 a.m. – 12:00 p.m.

(Continental breakfast and lunch included on Wednesday and Thursday)

Commissioners' Fundamentals: (Wednesday all day and Thursday morning). The commissioner has many roles and responsibilities. Participants who attend this session will enhance their understanding of the commissioner's multi-faceted position as an advocate, leader, team-builder, strategist—and more. Among other topics, the course explores the intricacies of board-staff relationships and boundaries. This program provides an excellent training foundation and is designed for new, as well as seasoned commissioners who would like to update their current knowledge. (1.2 CEU)

Program Topics:

- Welcome, Introductions and Expectations, Program Purpose and Objectives
- CE Instructions and Agenda Review
- Diversity in Operations: An Introduction
- Housing and Community Development and Redevelopment Programs: Historical and Current Environment Perspectives
- Board Functions and Individual Commissioner's Roles: An Overview
- Commissioner's Role, Responsibility and Relationships: Community Stakeholders
- Commissioner's Role, Responsibility and Relationships: Stewardship – the Public Trust
- Commissioner's Role, Responsibility and Relationships: Intra-Organizational Issues
- Board Composition and Dynamics: Building Productive and Effective Working Relationships
- Board Governance
- Conclusion: The End of the Beginning
- Closing Remarks
- Post-Assessment and Program Evaluation

Ethics and the Housing and Community Development Commissioner (Thursday afternoon and Friday morning): Ethics plays a significant role in the life of a commissioner. This seminar increases the commissioner's understanding of professional conduct guidelines, and the ability to recognize and appropriately address ethics-related issues and problems that may occur. Participants learn about industry laws and regulations that may impact ethical conduct, and how to build capacity as a board member. This course, intended for the new commissioner and a refresher for the veteran, uses practical applications and skills assessment exercises to reinforce ethical concepts. (.65 CEUs)

Program Topics:

- Introduction: Global perspectives on Ethics
- Defining Ethics and Ethical Conduct
- Ethical Dilemmas
- Ethics in Housing and Community Development
- Ethical Leadership: Improving Ethical Conduct within the Housing and Community Development Industry

Registration - must be received no later than December 7, 2011

Registration Form



Commissioners' Fundamentals and Ethics Seminars

Registration information

Name _____ (as you would like it to appear on your certificate)

Agency _____

Address _____

Phone Number _____

Fax Number _____

E-mail Address _____

Payment Enclosed _____ Checks Payable to "Michigan NAHRO"

Please check one:

Commissioners' Fundamentals only: (Wednesday all day and Thursday morning) - \$350 _____ payment enclosed

Commissioners' Ethics only: (Thursday afternoon and Friday morning) - \$350 _____ payment enclosed

Combined Commissioners' Fundamentals and Ethics: \$600 _____ payment enclosed

Remit Registration and Payment to: Cheryl Anne Farmer
MI NAHRO
169 Templar Ave.
Pinckney, MI 48169

Registrations must be received no later than December 7, 2011