



## Leadership & Governance Institute 2010

Wednesday, April 7, 2010

St. Mark's Episcopal Church and School • Fort Lauderdale, Florida

**NAES Members**            \$150 per person  
**Non-members**            \$210 per person

The Leadership & Governance Institute, a one-day, drive-in gathering, is designed to assist leadership teams from parish and independent schools to:

- hone their leadership skills
- understand better the roles and responsibilities of church and school leaders
- strengthen relationships among team members
- build effective leadership partnerships
- use the *Principles of Good Practice for Furthering Episcopal Identity in Episcopal Schools*, *Principles of Good Practice for Governance in Episcopal Parish Day Schools*, and the new *Principles of Good Practice for Leadership Transitions in Episcopal Schools*
- explore current trends in effective governance

### Institute Leaders

- **The Rev. Daniel R. Heischman, D.Min.**, Executive Director, National Association of Episcopal Schools
- **Ms. Ann Mellow**, Associate Director, National Association of Episcopal Schools
- **Mrs. Laura C. Walker**, Walker & Associates, LLC, Coral Gables, Florida
- **Mr. C. Skardon Bliss**, Executive Director, Florida Council of Independent Schools
- **The Rev. James B. Cook**, Rector, St. Mark's Episcopal Church and School, Palm Beach Gardens, Florida

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**Online Registration >>**

### Who Should Attend?

L&G is designed for school leadership teams consisting of the head of school or director; the rector; one or more vestry members; and one or more school board members.

### Tips for Making the Case for Attending

Many travel budgets and training budgets have been cut, and some schools are experiencing severe financial problems. This means that regardless of the merits of a conference, you may need to justify the expense when in previous year you may not have had to do so. So here are some things you might want to consider:

- Communicate what topics will be covered and what you will specifically bring back as the return for the investment.
- Offer to prepare and deliver a short presentation to and Q&A session with your colleagues to share what you learned. This way others in your school will get the benefits of your attendance, too.

- Share the syllabus and speaker handouts with your colleagues. As an attendee, you have unlimited access to materials posted by speakers.
- Be ready with a plan that shows who will cover for you while you are attending the Institute.

### Registration Includes:

The per-person registration rates include all morning sessions, the choice of one afternoon affinity group session, afternoon closing sessions, conference materials, and lunch. Please note that on-site registration will not be available for this event.

### Registration Deadline

The registration deadline is **5:00 PM (EST), Friday, March 26, 2010**. Due to space constraints there will be no on-site registration.

### Mail Your Completed Form and Payment

National Association of Episcopal Schools  
815 Second Avenue, Suite 819  
New York, NY 10017

### Fax Your Completed Form and Payment

212.286.9366

### Online Registration

Using your own user name and password, log on to the NAES Web site and go to [www.episcopalschools.org/LG2010/](http://www.episcopalschools.org/LG2010/), or click on the L&G Institute logo on the right-hand side of any page of the site to register yourself.

Don't remember or know your NAES user name and password? E-mail us at [info@episcopalschools.org](mailto:info@episcopalschools.org) and we'll be glad to send it to you via return e-mail.

### Payment and Other Registration Policies

All registrations must be fully paid prior to the beginning of the event. NAES accepts Visa and MasterCard for online or telephone registrations. Mail registrations must be accompanied by credit card information or a check, in U.S. funds and drawn on a U.S. bank, made out to the National Association of Episcopal Schools.

All registrations are subject to acceptance. Registrations received without payment will be returned. Registrations are NOT transferable and cannot be split among conference attendees.

### Cancellation Policy

Written registration cancellations received by fax at 212.286.9366 or by e-mail to [djs@episcopalschools.org](mailto:djs@episcopalschools.org) no later than 5:00 PM (EST) on Friday, March 26, 2010, are entitled to a full refund of the registration fee, less a \$15 processing charge. Cancellation requests of any kind received after 5:00 PM (EST) on Friday, March 26, 2010, or by any means other than fax or e-mail will not be entitled to a refund of any kind.

### Schedule (subject to change)

8:45 AM - 9:00 AM	Coffee
9:00 AM - 9:15 AM	Welcome and Introductions
9:15 AM - 10:15 AM	Episcopal School Governance: Some Observations and Reflection. <i>Mr. C. Skardon Bliss, Executive Director, Florida Council of Independent Schools</i>
10:15 AM - 11:15 AM	The Rector's and Parish's Role in Building the Governance Relationship. <i>The Rev. James B. Cook, Rector, St. Mark's Episcopal Church, Palm Beach Gardens, Florida</i>
11:15 AM - 12:00 PM	Good Governance: What Works? <i>Mrs. Laura C. Walker, President, Walker &amp; Associates, LLC, Coral Gables, Florida</i>
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Affinity Group: Challenges in Independent Episcopal Schools. <i>The Rev. Daniel R. Heischman D.Min., Executive Director, National Association of Episcopal Schools</i>
	Affinity Group: Principles of Good Practice for Governance in Episcopal Parish Day Schools. <i>Ms. Ann Mellow, Associate Director, National Association of Episcopal Schools</i>
	Affinity Group: Principles of Good Practice for Leadership Transitions in Episcopal Schools. <i>Mrs. Laura C. Walker, President, Walker &amp; Associates, LLC, Coral Gables, Florida</i>
2:00 PM - 3:00 PM	Plenary Discussion of Issues and Concerns in Your Schools. <i>The Rev. Daniel R. Heischman D.Min., Executive Director, National Association of Episcopal Schools</i>
3:00 PM - 3:15 PM	Institute Evaluation and Closing Remarks

### Liability and Acceptance of Terms

Any and all liability of the National Association of Episcopal Schools (NAES) with respect to registration, reservations, cancellations, changes in the location or content of the program, and refunds is limited to a sum no greater than the registration fee paid. Under no circumstances shall NAES be liable for incidental or consequential damages of any kind, including, but not limited to, the cost of transportation or lodging. Submission of registration and payment constitutes acceptance of the terms and conditions herein.

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Name \_\_\_\_\_

Title \_\_\_\_\_

School \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State/Province, Zip/Postal Code and Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Special needs or dietary requirements? \_\_\_\_\_

Name, relationship, and telephone number of your emergency contact person \_\_\_\_\_

**Registration Fee**

- NAES Member  \$150
- Non-member  \$210

**Total Due \$** \_\_\_\_\_

Please tell us which afternoon affinity group you wish to attend:

- Challenges in Independent Episcopal Schools
- Principles of Good Practice for Governance in Episcopal Parish Day Schools
- Principles of Good Practice for Leadership Transitions in Episcopal Schools

**Method of Payment**

- Check (*payable to National Association of Episcopal Schools*)
- MasterCard
- Visa

Card number \_\_\_\_\_

Expiration date \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_ Today's date \_\_\_\_\_

Keep a copy of this form for your records and mail it and your payment to:

**National Association of Episcopal Schools**  
815 Second Avenue, Suite 819  
New York, NY 10017

**Fax it to 212.286.9366**

**March 26, 2010** is the registration/cancellation deadline.

Questions?  
Call 800.334.7626, ext. 6134