

## Riordan Leadership Institute Program Overview

The following checklist and timeline is designed to help you stay on track in completing your application and if selected, preparing for the Field Experience. Strive to complete as many tasks as you can as early as possible. The RLI Nonprofit Partner priority application deadline is Friday, July 14 and the final application deadline is **July 28, 2017**.

### Before completing the application

- Read and understand minimum qualifications and expectations for participation in the program.
- Confirm the Sr. Executive and Board Mentor who will work with the RLI Fellow during their Field Experience.
- Review the schedule of seminars to identify potential scheduling conflicts (e.g. board meetings, retreats, events, etc.).
- Participate in one of the scheduled information sessions.

### Submitting the application

- The Sr. Executive or Board Mentor who will work with the Fellow should submit the application.
- Make sure to answer the questions as thoroughly and accurately as possible.
- Adhere to the deadlines and submit the application on time through the SCLN website.

### Prior to application deadline

The on-boarding process, including preparation for the board matching and project scoping will begin immediately following the confirmation of the RLI Nonprofit Partners.

### August

- Complete and return the Confirmation Form.
- Provide RLI with an organization profile (template will be shared).
- Provide RLI with copy of organizational chart and policy manual.

### September

- Sr. Executive and Board Mentor attend Welcome Mixer.
- Sr. Executive and Board Mentor attend Orientation for Nonprofit Partners.
- Start to think about potential board project.

### October

- Attend RLI Board Matching Event.
- Matches will be confirmed between RLI Fellow and Nonprofit Partner.
- Begin project scoping.

### November

- Complete project outline (template will be shared) and submit to RLI Manager.
- Provide schedule of meetings Sr. Executive/Board Mentor and Fellow (included in project outline).
- Begin Field Experience.