

BOARD LEADERSHIP ACADEMY TRACKING WORKSHEET



Participant Name: _____

District: _____

It is the participant's responsibility to track their progress through the program. Once all required trainings have been taken, please send a copy of this worksheet along with training certificates of completion to SDAO.

MODULE 1: BOARD MEMBER BASICS

TRAINING TOPIC	TRAINING TITLE	COMPLETION DATE
Ethics		
Ordinances and Resolutions		
Powers and Protections		
Public Meetings		
Representing the Board		
Roles and Responsibilities		

**Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

MODULE 2: STATUTORY RESPONSIBILITIES

TRAINING TOPIC	TRAINING TITLE	COMPLETION DATE
Local Budgeting and Finance		
Public Contracting		
Public Records		

**Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

MODULE 3: RISK MANAGEMENT

TRAINING TOPIC	TRAINING TITLE	COMPLETION DATE
ADA Compliance		
Analyzing Exposure to Risk		
General Risk Management		
Succession Planning		

**Participants will need to complete modules 1-3 to receive a silver-level certificate.*

MODULE 4: HUMAN RESOURCES

TRAINING TOPIC	TRAINING TITLE	COMPLETION DATE
Discrimination		
Evaluating your Executive Director / General Manager		
Harassment		
Workplace Equity/ Cultural Diversity		
Wrongful Termination		

**Participants will need to complete modules 1-4 to receive a gold-level certificate.*

PARTICIPANT SIGNATURE: _____

HOW TO SUBMIT:

Once you have completed this worksheet, please send it along with training attendance confirmations to SDAO by mail, email, or fax to: **SDAO | PO Box 12613 Salem, Oregon 97309 | Fax: 503-371-4781 | Email: MemberServices@sdao.com**