



## Fellowship Program

### FELLOW ORIENTATION

Orientation for prospective fellows will be planned in conjunction with the annual board meetings. It will include meeting the current fellows, listening to fellow presentations and meeting with the board representatives to develop their fellowship program. Each fellow will be assigned a Board Liaison and an Advisor.

### FELLOWSHIP EXPECTATIONS

Expectations for candidates accepted in the fellows program are:

1. Attendance at the New Fellow Orientation offered once a year at the annual meeting of the MMF Board.
2. Completion of fellowship requirements as outlined by the MMF Board and your board liaison. Requirements could be a combination of various tracks to meet your experience or education needs.
3. Make a presentation to the Foundation about your fellowship experience at an upcoming board meeting. Provide both an electronic copy of the presentation for the foundation and printed copies for each board member and current fellow.
4. All materials must acknowledge the support of the Milton Murray Foundation for Philanthropy.



## Fellowship Outline

### **Fellow's Name**

Non Profit Executive Leadership Fellowship

### **Board Liaison**

### **Advisor (Optional)**

### **Executive Leadership Track**

### **Fund-Raising Component**

### **Expense Report**

MMF will reimburse up to \$5,000 of all expenses, including travel, at the conclusion of your fellowship. An expense report form is included in your orientation program.

Travel to Board meetings are at the expense of the fellow or his/her organization.

### **Written Report**

Outline what you learned and how you plan to apply the learned theory. The board encourages you to write an article about what you have learned for a journal that could ultimately be published.

### **Oral Presentation**

Make a presentation at the next MMF Board meeting, if your program is completed. Date and location to be announced.



## Fellowship Program

### BOARD LIAISON JOB DESCRIPTION

#### Objective:

To maximize the fellowship experience by assisting the fellow in developing their fellowship plan, overseeing the advisor fellow relationship and then serving as a liaison to the board for adherence to guidelines and protocol during the fellowship.

#### Guidelines:

1. Meet face to face with new fellows during the annual board meeting to develop fellowship plan and discuss possible advisor.
2. Represent what the MMF Board is seeking to accomplish with this fellowship.
3. Submit a fellowship plan to the president.
4. Meet quarterly by phone with the fellow to discuss progress.
5. Respond to questions for the board about this particular fellowship experience.
6. Submit a "Milton Murray Foundation Liaison Follow-up" report to the President within two week of board meeting where the fellow presents to the board.

## Fellowship Program

### ADVISOR JOB DESCRIPTION

#### Objective:

To maximize the fellowship experience by guiding and counseling the fellow through their training and education.

#### Guidelines:

1. Meet face to face with assigned fellow 2 times during the fellowship term. The foundation will pay travel expenses up to \$2,000 per fellow.
2. Express willingness to be available to compare experiences and share expertise.
3. Meet quarterly by phone with the fellow to discuss progress.
4. Give fellow a copy of questions that will be addressed by the advisor at the end of the fellowship before his/her presentation to the board.
5. Meet with fellow, after the completion of the coursework to discuss his/her responses to the questions below:
  - a. What was your general response to the fellowship experience?
  - b. What were the three most valuable portions of the experience?
  - c. What was the least useful or least enjoyable experience?
  - d. How do you believe that the fellowship will enhance your contribution to the field of philanthropy, education/healthcare in general or your organization?
  - e. What have you already done differently as a result of your fellowship?
  - f. What plans do you have for the future that results from your fellowship?
  - g. What concrete outcomes will result from your fellowship?
6. Submit a "Milton Murray Foundation Advisor Follow-up" report to the President within two week of board meeting where the fellow presents to the board