

Membership Matters

Quarterly News from The 501 Alliance

March 2008

Seeking Nominations for the Board of Directors

We currently have a few vacancies on our board and we are seeking nominations from interested candidates. Two of the openings are for individuals who are either employed by or who serve on the board of one of our members. The other opening is an at-large position and the individual only needs to be a resident of the state. This is a great opportunity for someone who wants to meet and work with his or her peers in the nonprofit community.

As a director, you'll be able to provide input and use your expertise in decisions that impact our members. The board meets four times a year in February, May, August and November in Lansing. Each director also participates on at least one committee that provides recommendations to the entire board. The committees include Finance, Marketing, Membership, Nominating, Rate and Scholarship. These committees typically meet from one to four times a year via telephone conference call.

Enclosed is a nomination form that can be completed or distributed to interested candidates. This form needs to be returned to us by Friday, April 11, 2008, with the candidate's resume. The Nominating Committee will review the qualifications of all of the candidates and provide recommendations to the board at their next meeting. If you have any questions, please feel free to call the Administrator at 800-968-9675.

Mark Your Calendar for the Next Annual Meeting

All member agencies are invited to attend the annual meeting of The 501 Alliance to be held from 11:00 a.m. to 12:00 noon on Thursday, May 8, 2008. The meeting will be held at the University Club of Michigan State University in Lansing. A complimentary lunch will also be provided immediately following the meeting. Directions to the venue will be included in the annual report that will be mailed in late April.

It's also important to note that we have changed the program slightly for this year and we will not be having a guest speaker. We will be reviewing and discussing the financial and claim reports for 2007, results from the annual audit and the election of board members and officers. The Harry and Shirley Klein Legal Scholarship winner will also be announced and introduced to the membership. This is a great opportunity for you to meet the directors on the board and to share your thoughts and ideas.

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Six Keys to a Better Written Warning

Documentation is your best friend when you're protesting a claim for unemployment benefits. If documentation is not completed, you generally can't prove that it happened and you'll end up losing your case. By including the six items listed below on written warnings, you can increase your chances of winning a claim for benefits.

1. *Details Surrounding the Event* – Include witness statements, any admissions by the employee or any statements from witnesses of the admission. The more detailed the better.
2. *Reference the Policy Violated* – Indicate your company's written policies related to the action and make it clear to the employee that the policy was violated.
3. *Action/Improvement Plan* – If the employee is not being terminated for their actions and/or behavior at this time, establish an action plan. This shows that the employee was informed on how to correct the problem and was given the opportunity to resolve the issue.
4. *Consequences* – Always make the employee aware of the consequences should they continue with this type of action or behavior. This prevents the employee from saying that they never realized their job was in jeopardy.
5. *Employee Signature* – Prevents the claimant from denying they received the warning. You may also choose to make it clear to the employee that by signing the warning they are not agreeing with the write-up nor is their signature any kind of admission on their part. By signing, they are only acknowledging that they have seen the document and it was discussed. Include a section for employee comments too.
6. *Witness Signature* – Ideally, have a witness present anytime a "formal warning" is being given. Thus, two people will be able to testify with first-hand knowledge regarding the warning should an unemployment hearing arise. Should the employee refuse to sign the write-up, it also will provide a second signature on the document.

If you would like to schedule a workshop to review this and other topics related to unemployment, contact the Administrator at 800-968-9675.

Office Move Reminder

We wanted to remind everyone again that we moved our office in November, as some mail is still being sent to our old address. Our new address is provided below:

**The 501 Alliance
26955 Northwestern Highway
Suite 200
Southfield, MI 48033**

Please make sure that you've updated your records. However, contribution reports should still be sent to our lockbox address, which is preprinted on the forms.



Board of Directors
Nomination Form

Please print the requested information. Once completed, return this form to The 501 Alliance at the address provided below **by Friday, April 11, 2008 (attn: Administrator), with a copy of your resume.** All nominees must be residents of the state of Michigan.

Nominee: (Mr./Mrs./Ms./Dr.) _____

Title: _____

Company Name: _____

Company Address: _____

Company Phone #: _____

Company County: _____

Home Address: _____

Home Phone #: _____

Additional Comments: _____

Director expectations:

1. Attend four meetings per year in Lansing that last approximately two hours each.
2. Participate on at least one committee that reviews information, offers input and provides recommendations to the full board.
3. Participate on committee conference calls once per quarter.
4. Promote The 501 Alliance unemployment program and encourage other nonprofit organizations to become members by providing contact information to the Administrator.