though the concepts and resources have relevance for all legal aid programs.

Grant Writing Tips and Tools

Successful grant writing involves solid knowledge of your service goals, advance planning and preparation, careful attention to funder instructions, and the time to organize, write and package your proposal. This session will guide you through this new world of activity for legal aid administrators and point you to reference materials available online.

Register only for the MIE National Conference for Legal Services Administrators for $420.

If you are a 2012 LSC TIG grant recipient, ***add on*** the MIE Administrators Conference for only $210.

As an administrator from a non-TIG recipient, ***register for both*** conferences together for $630.

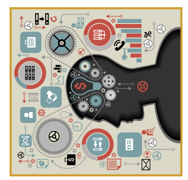
Conference registration includes a full continental breakfast, hot and cold luncheon buffet, continuous refreshment service, fitness center, business center, and high speed internet.

Reserve your $80/night hotel room at the Crowne Plaza Jacksonville Riverfront, 1201 Riverplace Boulevard, Jacksonville, FL 32207,800-227-6963, by January 2, 2013, and mention the MIE group.

For more information about the MIE Administrators Conference, go to **www.mielegalaid.org**. For more information about LSC's TIG Conference, go to: **www.tig.lsc.gov/conference/upcoming-conference.**

MIE NATIONAL CONFERENCE FOR
LEGAL SERVICES ADMINISTRATORS

JANUARY 15 AND 16, 2013



MANAGEMENT INNOVATION EXCELLENCE FOR LEGAL AID
MANAGEMENT INFORMATION EXCHANGE
99 CHAUNCY ST., SUITE 700
BOSTON, MA 02111-1743

MIE NATIONAL CONFERENCE FOR LEGAL SERVICES ADMINISTRATORS

JANUARY 15 AND 16, 2013

IN CONJUNCTION WITH LSC TIG CONFERENCE

JANUARY 16, 17 AND 18, 2013

Crowne Plaza Jacksonville Riverfront
1201 Riverplace Boulevard
Jacksonville, FL 32207

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THE MIE NATIONAL CONFERENCE FOR LEGAL SERVICES ADMINISTRATORS IS FOR YOU...

If you work in a legal assistance program serving low-income clients, and

If your duties include some of the broad range of administrative functions:
fiscal, grant writing, contract and regulatory compliance, benefits administration, human resources, training, technology and general office management.

MIE 2013 National Conference for Legal Services Administrators will include a special one day financial leadership clinic on Tuesday, January 15, 2013:

SUSTAINABILITY CLINIC: MAKING THE HARD DECISIONS FOR FINANCIAL VIABILITY

In this highly interactive and practical session, legal aid leaders will define sustainability for their organizations, identify the current challenges and opportunities facing their business models, and outline immediate decisions and next steps needed to strengthen their operations. Based on CompassPoint CEO Jeanne Bell's new book, *Nonprofit Sustainability: Making Strategic Decisions for Financial Viability,* the clinic will introduce a tool for assessing the financial return and mission impact of core activities and guide participants in their initial use of the tool during the session.

By the end of this workshop, you will be able to:

- Distinguish between planning, deciding, and strategy.
- Use the Matrix Map tool for defining and refining your organization's business model.
- Identify business lines and impact criteria for your organization.
- Create an initial list of strategic questions and imperatives for your organization.

WORKSHOP PRESENTER: Shannon Ellis, MNA, is a Project Director at CompassPoint responsible for consulting and training in finance and strategy. Her work focuses on supporting nonprofit leaders in the unique challenges of effectively managing a dual bottom line to ensure both program impact and financial viability. Prior to coming to CompassPoint, Shannon held several finance roles in a legal services organization, spending the last twelve years at the Family Violence Law Center in Oakland. She learned nonprofit financial management on the ground, working with FVLC during a period of significant growth and moving through the leadership pipeline from Office Manager to Interim Executive Director. In addition, she is a Certified Nonprofit Accounting Professional and has supported many Bay Area nonprofits in establishing solid accounting systems through her work with Mark Hulbert, CPA + Associates.

ALSO ON TUESDAY, JOIN US FOR THESE HR AND OFFICE MANAGEMENT SESSIONS:

Surfs Up! for Outcome Measures and Client Input

Will you ride the wave, or be knocked over into the sand? Want to get a better understanding of what you are actually accomplishing for clients? Come hear from a program already making outcome measures work. Join a discussion around client satisfaction surveys — what are the best practices, and are they worth the trouble?

HR and Office Management Roundtable

Join your colleagues in an informal discussion of everyday topics concerning human resources and office management. Presentations by the facilitators will focus the conversation on topics such as executive team structure, hotline staffing models, legal assistant/paralegal differentials, recruiting and retaining good staff, adopting an HRA or HSA and making it work, and negotiating for extras in leases.

Tech-fficiencies for Administrators

Everywhere we go we are being asked to do more with less. This has never been truer than today for legal aid offices and administrators. This session will demonstrate how some legal services offices are dealing with these pressures by utilizing technology to work more efficiently. Consider how to replace your paper forms with electronic ones in paperless Accounts Payable systems, paperless timekeeping, approvals and signatures, monitoring, and grants reporting.

AND, TOGETHER WITH THE LSC TIG CONFERENCE, JOIN US FOR THESE SESSIONS ON WEDNESDAY, JANUARY 16, 2013:

Plenary: The Networked Nonprofit

Beth Kanter will discuss using social media measurement in nonprofits, building on the themes of working in a networked way and learning to use measurement be become more successful.

Lunch with James J. Sandman, President, Legal Services Corporation

ALSO ON WEDNESDAY, JOIN US FOR THESE SESSIONS:

Supervision and Your Case Management System

Case management systems can be used to simplify, streamline and improve supervision and management. Come to learn the concept, best practices, and see a system developed by one program that pulls data and delivers quarterly reports to staff and supervisors. Not sure how to get started? The *MIE Guide to Using Case Management Systems to Support High Quality Supervision* will help.

Fiscal Roundtable

Join with fiscal and administrative leaders to pose questions, ponder strategies, develop relationships and discuss topics such as: the CPA firm RFP process, expanding 403(b) plan requirements, electronic banking issues, fraud protection opportunities, and new accounting standards impacting legal services organizations.

Financial Oversight and Internal Controls

Effective financial oversight and internal controls are critical to legal aid programs. Learn best practices in establishing internal controls, reporting financial and key information, and enhancing fraud prevention. This session will primarily use LSC materials and guidance,