



Greetings,
Booshoo,
Tansi,
Bonjour!

Fundamentals of Effective Board Involvement

Overview

Governance, in all its various forms, may well be the most significant leadership issue of our time. Board of Directors are faced with complex issues and demands as they lead organizations requiring highly developed skills, knowledge and abilities.

After having completed this course you will have acquired a practical understanding of the knowledge and skills required to understand the specific roles of the board, management and staff.

This three hour session is designed for the new and veteran board members who are seeking to better understand the legal liability, insurance issues and policies.

You will leave this highly participatory session with an action plan to enhance the effective involvement of Board members. By attending this session you will also receive details to complete an assessment for your organization.

Learning Outcomes and Objectives

After Taking This Course You Will Have The Knowledge, Skill And Ability To:

- Describe your objectives, roles, and responsibilities, and learn about effective board practices
- Understand the specific roles of the board, management and staff to secure support and commitment
- Understand legal liability, insurance issues and
- written guidelines for policies, procedures,
- Essential elements by-laws, and constitutional change
- Learn to how to develop policies for effective governance and.
- Demonstrate competent, passionate, accountable and ethical leadership in your organization.

Topics

Essential Elements Of By-Laws, And Constitutional Change
Board Roles And Responsibilities
Executive Roles And Responsibilities
Effective Board Practices
Management Roles And Responsibilities
Staff Roles And Responsibilities
Legal Liability Concerns
Insurance Issues
Policies And Procedures For Effective Governance
Demonstrating Competent, Passionate, Accountable And Ethical Leadership
Tools To Effective Board Involvement
Strategies To Implement Effective Board Involvement
Case Studies

The Board Member's Toolkit

Techniques

Effective Board Involvement Dialogue

Tools

Effective Board Involvement

Templates

Policy and Procedure Template

Who Should Take This Workshop

This three hour session is designed for anyone who volunteers on a not for profit Board of Directors such as new and veteran Board Executive, board member, committee members or works with a not for profit Board of Directors such as Executive Directors, management team members.

Learning Facilitator

Helen Wythe is a Certified Professional Facilitator (CPF) designation through the International Association of Facilitators and a Certified Technology of Participation Facilitator (CTF) through ICA Associates. She is also a Certified One Smart World trainer and facilitator. Helen is qualified both through academic recognition and 'real world' experience.

What's Included

- Guaranteed Small Interactive Sessions
- Specialized Manual with detailed agendas, checklists, techniques, templates, and practical examples valued at \$50.00.
- A Personal Action Plan
- Spring Forward - We encourage you to implement your learning by providing a 15 and 30 day check-in to confirm your progress.
- One of Coaching Support
- Suggested Reading List
- Personalized Certificate of Completion
- We reinforce your learning by sending you Hints from Helen, a monthly refresher on various facilitation techniques.
- Snacks and Refreshments.

Length

This is a three hour session with 1 scheduled 15 minute nourishment break.

Course Registration Detail

- Your registration will be confirmed once payment is received.
- Participant course cancellation fee: \$50 per course.
- Participant rescheduling fee is \$25 [for each occurrence].
- Course fee is not refundable if Participant cancels within two weeks of the course.
- Participant substitutions may be made at anytime by calling or e-mailing our office.
- A confirmation letter will be mailed to you indicating workshop location, time, plus tips on how to get the most from your professional development workshop.

- Ask about our special rates – for multi-participation in one course, or several courses.

We reserve the right to reschedule our workshops due to low registrations.

** Your fees will be reimbursed or registration rescheduled at no charge to you.**