



Greetings,  
Booshoo,  
Tansi,  
Bonjour!

## ***Board Member Orientation***

### **Overview**

A critical board challenge is the orientation of new board members. Providing new board members with the information they need to perform effectively is a critical step in developing a strong Board of Directors. Our experience has shown that most organizations do a reasonable job in sharing program information with new Board members. Where organizations struggle is in creating and implementing a cost and time-effective way to teach new people about "being a board member".

After having completed this course you will have acquired a practical understanding of the knowledge and skills required to design a new board member orientation process. This new board member process will provide an opportunity for people to acquire the skills and knowledge they need to be effective leaders and decision-makers.

This three hour session is designed to show an organization how this process can be started even before a prospective board member is voted on to the board.

You will leave this highly participatory session with an action plan to develop and or strengthen your new board member orientation. By attending this session you will also receive details to complete an assessment of your organization orientation process.

### **Learning Outcomes and Objectives**

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

- Describe the purpose of a board orientation process
- Describe why a board orientation process is important
- Understand the components of an effective board orientation process
- Understand the specific roles of the board, management and staff in such a process
- Understand the various tools available for a board orientation process.
- Assist your organization in strengthening its orientation process.

## **Topics**

Board Orientation Purpose and Benefits  
Components of an effective board orientation process  
Roles of the board, management and staff  
Effective Board Orientation Process  
Effective Board Orientation Tools  
Strategies to Implement Effective Board Orientation  
Case Studies

## **The Board Member's Toolkit**

### **Techniques**

New Member Orientation Dialogue  
Member Orientation Evaluation Dialogue

### **Tools**

Board Manual

### **Templates**

Board Staffing Policy and Tools  
Board Member Contract

## **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. This session will also be of interest to staff members and volunteers working closely with Boards.

## **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.\**