



The Pursuit of Governance Excellence – A Series of Half Day Workshops

A strong governing board is essential to achieving the mission of a not for profit organization. The effective and efficient governance of an organization requires that board members understand their role and responsibilities. A knowledgeable and skilled board of directors is a critical element of success.

Our series of three-hour seminars are based on current research and changing community expectations, providing essential information that will support Board Members in enhancing current performance. The facilitator, Helen Wythe, created the content based on thirty years experience as a Volunteer, Board Member, Board Chair, Program Manager, Executive Director, and Board Trainer. The Participant Resource Manual contains tools and templates that are easily adapted to meet individual Board needs.

The goal of this Board Development seminar series is to provide participants(s) with the knowledge, tools and processes for effective board/management teams which fosters proficient and efficient governance.

These sessions will be of interest to new or experienced Board Members, Executive Directors, CEOs, CAOs, CFOs, COOs and other staff members and volunteers working closely with Boards.

Below, please view our full list of Board Development offerings that are available as contract training delivered directly to your organization or community.

Governance Models for Boards

Within an organization, the board is responsible for governance and management is responsible for operations. Is your organization using the best governance model available? Today, many not for profit's fall outside the traditional organizational models of service delivery and as such require an alternative model of governance. Creativity and innovation have brought about the development and successful application of many alternative models of governance being presented with considerable success in governance circles today. Leave this session with an action plan to strengthen your governance model.

By attending this session you will also receive details to complete a free governance model assessment for your organization.

Fundamentals of Effective Board Involvement

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.

Understand the specific roles of the board, management and staff to secure support and commitment. Also covers legal liability, insurance issues and written guidelines for policies, procedures, by-laws, and constitutional change. Participants will explore their potential through a review and analysis of Boards in their communities, learn to how to develop policies for effective governance and use these new pieces of information to fine tune their own approach to Governance. Leave this session with an action plan to strengthen your governance leadership.

By attending this session you will also receive details to complete a free basic assessment for your organization.

New Board Member Orientation

A critical board challenge is the orientation of new board members. Providing new board members with the information they need to perform effectively is the next critical step in developing a strong Board of Directors. A new board member orientation process will provide an opportunity for people to acquire the skills and knowledge they need to be effective leaders and decision-makers? Find out how this process even before a prospective board member is voted on to the board. Leave this 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 a free basic orientation assessment for your organization.

Risk Management

Risks are a natural part of the volunteer human service sector. Today's not for profit organizations face a wide variety of risk. Uncertainty about continued funding, program outcomes and the organization's ability to ensure client safety are just a few. For the safety and security of your clients, the organizations and your own reputation sound risk management will help create a sense of confidence and safety about your operation. In an atmosphere where the threat of unnecessary risk is reduced, a not for profit can be more creative in providing services to clients and achieving results. Leave this session with an action plan for improving your organizations risk management.

By attending this session you will also receive details to complete a free basic risk assessment for your organization.

Addressing Conflict of Interest in an Organization

Increased regulation and public scrutiny are making organizations realize that they need to pay more attention to internal ethical decisions. Conflict of interest is a highly complex area that can easily be brushed aside, but if ignored, it may lead to compromised decision-making.

By attending this session you will also receive details to complete a free basic conflict of interest assessment for your organization. Leave this session with an action plan for strengthening your approach to dealing with conflict of interest situations.

Making Board Meetings Matter

A board only exists, in both a legal and functional sense, when it meets. Therefore, board meetings are the very center of governance. The way they are planned and conducted—in addition to the dynamics that emerge in them—significantly influences the quality of governance. Effective meetings and effective boards are one and the same. Building an effective board—and effective meetings—requires diligent effort over time.

Develop skills for leading effective, efficient, and enjoyable meetings. Create processes within boards that build positive group dynamics and promote the sharing of information and ideas. Leave this session with an action plan to strengthen your Board meetings.

By attending this session you will also receive details to complete a free basic meeting assessment for your organization.

Building Better Board Bylaws and Board Member Handbooks

Key to a strong governing board is the foundation on which it is built – the by-laws. Board members must understand the function and purpose of bylaws. Learn how to identify the essential elements of board bylaws recognizing the strengths and weaknesses of your current bylaws. Board Member handbooks are a crucial tool for developing a knowledgeable and skilled board of directors. Leave this session with an action plan to strengthen your bylaws and to strengthen or create a board member handbook suited to your organization.

How Can We Work Together

To be successful every organization needs to effectively balance Task and Process activities. About half of us prefer to focus on achieving goals, and the other half prefer to focus on how people are working together.

Learn to create a balance in order to achieve your goals (Tasks) while at the same time using ways to work together (Processes) that keep all participants engaged. Leave this session with an action plan to balance your Boards Task and Process activities.

Meeting Procedures with Roberta's Rules of Order

Robert's Rules of Order derived from English parliamentary procedure often stifle meaningful dialog and problem-solving by giving advantage to some while relegating others to the sidelines. Indeed, they rarely coax a full contribution from those who are naturally quiet and thoughtful, or who hold back because of a lack of standing in society and/or within the board itself.

This session will explore new alternative meeting process which will help your organization navigate controversial issues fairly and effectively. This new meeting process replaces debate

with dialog making it easier for Board leaders, members and managers of nonprofits to produce results while enjoying their role. The Roberta's Rules of Order, concepts and processes presented by Alice Collier Cochran will contribute to board meetings which are warm, easy, productive and effective. Leave this session with an action plan to customize this new meeting process to your organization's practices.

Legal Duties and Liabilities of Boards: What Every Board Member Should Know

Whether you are a new or experienced board member, executive director, CEO, CAO, CFO, COO, staff member or volunteer working closely with boards, you will not want to miss this important workshop. In order to be contributing member of a board of directors you must be clear on whom the Board is accountable to; the role of the board versus the role of the board member, the duties of the directors; the cooperative and collaborative relationship between the Board and executive director. Directors should be knowledgeable on the insurance and Indemnification requirements for a not for profit organization. Learn how to evaluate, screen and monitor the organizations operations. Leave this session with an action plan to strengthen the board's due diligence.

Practical Board Tools

Once the concept of governance is understood, organizations and boards need concrete tools to ensure the effectiveness of board processes and outcomes. Examine your Board performance against Board governance best practices criteria. After review the Initial Assessment of Board Practices create an action plan to employ those tools and strategies to assess and implement effective short and long term board plans and processes.

Succession Planning Through Leadership Activities

Succession Planning or Continuity Management provides the board with effective methods of enlisting and retaining effective board members. The board must determine what skills and expertise it needs and learn how to approach possible nominees, screen and prepare volunteers for leadership roles.

Learn how to involve executive members as a "Leadership Team" who provides professional development that encourages active involvement and retention of board members. Participants will also assess the organization's present succession planning practices and create an action plan to enhance this important board process.

Effective Leadership of Non-Profit Boards

Many Boards struggle in balancing the critical role in establishing not only the overall direction of the organization and enhancing the organization's ability to accomplish the mission with becoming over involved or in areas best dealt with by management, administration or service delivery.

The leadership of non-profit organizations often struggle to sustain their enterprises over the long term. Know your "style" to meet the needs of all board members. Attention is given to collaborative problem solving and decision-making. Learn to utilize the skills of the

people “around the table”. Leave this session with an action plan to develop your board’s leadership style.

Financial Responsibilities of the Board

Not for profit board members and managers have the most important responsibility, to manage the organization’s finances. These leaders have to develop, at the very least, basic skills in financial management. All board members must ensure they understand (and agree with) what they are approving. The budget, the accounting information system and financial policies are the tools the board uses to exercise its fiduciary responsibility. This topic will help those who require a better understanding of their responsibility for the financial aspect of the organization. Leave this session with an action plan to improve how your organization manages its financial responsibilities.

Leading in a Changing Environment

The rate of change to which organizations are having to adapt today is greater than at any time in history. Everyone involved: volunteers, staff, board members and stakeholders need to learn change management skills. Focus will be on: response to change, overcoming resistance, initiating change, and accommodating to change initiatives. The latest research on successful approaches to organizational change are distilled into a succinct, pragmatic “what to do” approach. Leave this session with an action plan for improving how your organization supports change initiatives.

Making Program Evaluation Work

Participants are introduced to developing evaluation plans and processes for their organization. The workshop will review the purpose of evaluation, key terms, ethical considerations, sources, and methods. Specific attention will be paid to the internal and external needs for evaluation in the voluntary sector. Leave this session with an action plan to strengthen your Board’s program evaluation plans and process.

Strategic Board Governance

The organization’s vision provides the direction for all future activities. Oversight requires the board to monitor these activities and personnel. Learn the framework for completing these two major responsibilities of the board. Leave this session with an action plan for improving the Board’s oversight of its strategic planning and human resource responsibilities.

Board Development (for smaller, rural communities)

Specific topics in this workshop include: Board Roles & Responsibilities, Codes of Conduct & Ethics, Time & Skills Management, Effective Meetings, Succession Planning, Strategic Thinking, Planning & Decision Making, and Human Resource Development.