

Board Leadership Southeast Alberta

Name: Board Leadership Southeast Alberta

Date: March 21, 2015

Time: 8:00 AM - 3:00 PM MDT

Website: <http://www.boardleadershipsouth.com>

Location:

Esplanade Arts & Heritage Centre

Send an Email [info@medicinehatchchamber.com]

Fees/Admission: \$75+gst

Breakfast & Lunch included

Event Description:

Board Leadership Southeast Alberta is proud to present this a one-day training event for Board members (and potential Board members) in Medicine Hat and Southeast Alberta to participate in engaging and informative workshops on various topics related to board governance.

The workshops will focus primarily on 'basic' board fundamental topics, modeled after Board Leadership training events that take place in Edmonton and Calgary. Medicine Hat will be the first community outside the large centres to offer this exciting Board training opportunity.

Why Participate?

The purpose of Board Leadership Southeast Alberta is to create a training and networking opportunity that will set the foundation for existing and new board members to:

- Take on their roles in the organization more confidently and efficiently
- Feel more connected to one another, their organization, and community
- Better understand their role on the board – what is expected of them as members and collectively as a board of directors
- increase their knowledge on how boards function, how to run meetings effectively, how their organization is legislated and governed, what they are responsible for financially, and protecting themselves from risk
- Feel more motivated to do their job and engage others to get involved
- Provide better direction, guidance and leadership for their organizations and communities.

For more information, visit www.boardleadershipsouth.com

Participants can choose from three workshop options to attend during each breakout session.

Breakout Session One Workshops:

Making the Most of Your AGM

The Annual General Meeting (AGM) is a valuable opportunity for your organization to engage members more deeply in your cause and activities. It is an occasion for the board to report on your current direction, progress, achievements, milestones, and financial health. Your AGM is also the time to revitalise the organization through the official engagement of members into elected positions. This session will provide tips to help you make your AGM a positive, invigorating experience, ensuring that people go away firmly committed to the organization and its purpose. It will cover a

variety of topics including preparing for your AGM; legal requirements; getting people out to the meeting; agendas; special resolutions; quorum; officer and committee reports; annual report; elections; chairing; minutes; rules of order; guest speakers; and socializing. Participants will be provided with AGM planning checklists and sample agendas.

Board Governance Basics

Boards function most effectively when everyone on the board knows what their responsibilities are and what is expected of them. Join us for an interactive session where we identify ways to make board members' lives easier and boards more productive! This session will be of special interest to new board members who wish to better understand their role.

Financial Responsibilities of Non-Profit Boards

This interactive workshop will provide a practical overview of what board's should be thinking about and doing to support a healthy finance function in their organization. We will explore the meaning of non-profit finance, get clear on what financial responsibilities matter, and discuss "good governance" and how it relates to financial management. Most importantly, participants will be given the opportunity to relate the topics presented to their own organizations and experiences. Further resources, tips and links will be provided for participants to explore after the workshop.

Breakout Session Two Workshops:

You're the Board Chair - Now What?

The Board Chair plays a central role in coordinating the work of the Board, Executive Director, and Committees. While this can be a huge role, it doesn't have to be daunting. If you have been one of the few fortunate enough to be mentored and/or trained you are luckier than most. For the rest, a little training and/or review might be in order. This session focuses on the basics a chair needs to know: basic board governance, the Chair's role and responsibilities, Chairing effective meetings, relationship and level of authority within the organization. This discussion-based session will explore these aspects of being Chair for a non-profit Board and will be perfect for the new Chairperson or someone who is considering this role in their future.

Board Recruitment, Orientation, Training & Evaluation

In today's world it is increasingly difficult to recruit and maintain a "good" board. To be effective, recruitment must be a part of an annual cycle that also involves orienting and training new board members, and evaluating (formally & informally) each individual board member as well as the board's activities. Participants will have the opportunity to identify strategies to recruit, orient and train board members. Discussion about the benefits of building a strong board will be complemented with some practical tools that boards can use.

Bylaws, Policies, & Procedures. What's the difference?

Written guidelines for the governance of your organization can save you and your board time and energy, but sometimes it is hard to know what information should go in which documents. What are the differences between policies and procedures? What about objects, and bylaws How do you ensure that what you have on file is adequate and useful? This session will provide practical tips to help your board function more smoothly.

Breakout Session Three Workshops:

Making Meetings Meaningful: What does it take?

Have you ever left a meeting and thought to yourself "Why did we meet, anyway?" This workshop will

provide information, resources, and an opportunity to learn from each other on what makes a happy and productive meeting! Join us to learn more about how to structure and run a meeting where the agenda is managed in a timely fashion, decisions are made effectively, and everyone understands their roles and expectations.

Boards with Staff: Roles & Relationships

Governing boards carry the ultimate responsibility for the organization's purpose, continuity, progress, and identity, and carry out this function by establishing, directing, and influencing the implementation of policy. The senior staff person in the organization, often an Executive Director, is the employee of the board and is responsible for managing and implementing the policy direction established by the board. Other staff members and volunteers are responsible for implementation under the direction of the Executive Director. It is not unusual for roles to become less than clear, or for board-staff relationships to lack the clarity and understanding necessary for an effective board/staff partnership. This session will include learning, discussion, and exploration of these critical roles and relationships. Participants will also have an opportunity to participate in some hands-on discussions to stretch their thinking.

Liability and Risk Management for Boards

Boards of non-profit organizations are responsible and potentially liable for the actions and activities of the organization and virtually every organization undertakes activities with inherent risks and liabilities. As a board member you should understand your organization's risks and liabilities and how they are being reduced or eliminated through risk management policies and strategies as well as insurance coverage. This session will provide an overview of the key concepts board members need to understand including risk, liability, due diligence, duty of care, negligence, and risk management.

Board Leadership Southeast Alberta is a partnership of community leaders in Southeast Alberta working together as a 'planning committee' to provide access to training opportunities for Board members of non-profit organizations in the region. Our committee representatives include various non-profit organizations, Boards, community networks, service groups, and government entities.

Partner Organizations:

- Shortgrass Library System
- Canadian Mental Health Association
- Medicine Hat College
- Medicine Hat & District Chamber of Commerce
- Sunrise Rotary Club of Medicine Hat
- L.E.A.R.N. Adult Learning Council
- Community Futures Entre-Corp
- Community Foundation of Southeast Alberta
- Esplanade Arts & Heritage Centre
- City of Medicine Hat
- Board Development Program, Alberta Culture and Tourism
- Community Development, Alberta Culture and Tourism