

GOVERNANCE TRAINING



Are you new to a governance role or thinking of joining a not-for-profit board? Are you looking for opportunities to strengthen your governance and financial requirements skills and knowledge? These workshops will help you to successfully and confidently navigate a governance role.

Session One

Wednesday 23 March 2022
5:30 pm to 8:30 pm
Facilitated by Grace Leotta

Understanding Governance

- Overview of Governance and Governance Principles
- Board roles and responsibilities - including legal and employer responsibilities
- Responsibilities of individual Board members including behaving ethically and managing conflict of interest
- Distinguish between Governance and Management and work effectively with senior staff
- Effective delegation.

Session Two

Wednesday 30 March 2022
5:30 pm to 8:30 pm
Facilitated by Grace Leotta

Being an Effective Board Member

- Office Bearer roles
- Sound decision making frameworks and key tools
- Understanding the fundamental principles for sound decision making
- Organisational risk Management
- Chairing meetings for effective discussion and sound decision making
- Minute taking for accurate recording.

Session Three

Wednesday 6 April 2022
5:30 pm to 8:30 pm
Facilitated by Carol Tran

Understanding Financial Reports

- Director's Financial Responsibilities
- Reading Financial Reports, Cash vs Accrual Accounting, Profit & Loss Reports, Balance Sheet, Cash Flow, Internal Controls, checks and balances
- Budgets and Delegations.

Where: Canterbury Leagues Club - 26 Bridge Road, Belmore, 2192

Cost: Free

Bookings Essential: Register via [link](#)

Funded through Canterbury Leagues Club - Club Grants program

For more information email angela.gallard@4cs.org.au

About STARS



The Skills Training and Resource Service (STARS) is an activity of Canterbury City Community Centre and has been delivering Sector Support training for Staff, Volunteers and Board members in the Inner West since 2001. STARS develops regular regular training opportunities and can customise training and short courses to suit specific Organisational needs. STARS is supported by funding from the Australian Government Department of Health.

Enquiries about STARS can be made to 9750 9344 or email to leonie.puckeridge@4cs.org.au

The Facilitators

Grace Leotta, Affirm Organisational Development and Training

Grace Leotta is an organisational, community development and training consultant. She develops and facilitates training programs, facilitates change management, organisational/service and practice development, planning, and community engagement processes, and conducts reviews, evaluations and research.

Grace has developed and facilitated Governance training for Board members from a variety of community organisations, has undertaken facilitated strategic planning with Boards, and conducted governance projects including the development of a Governance manual.

She has a background in senior management, community development and family work, primarily with people with disability, their families and carers, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds, and also has experience in teaching at a tertiary level in community management, community consultation, and social science.

Grace is an accredited social worker, a nationally accredited trainer and assessor, an internationally certified facilitator and public participation practitioner, an Australasia licensed community engagement trainer, and a Harvard University trained adaptive leadership (leading change) consultant.

Carol Tran, Accounting for Good

Carol is CA qualified – she has worked in Tax and Business Services and was previously a Management Accountant for a global IT lifecycle management business. As an account manager, Carol is responsible for reviewing financial reports and improving business processes. She also likes to help the client learn something new about themselves

"I analyse and build a story about a client's business trends and activity, and collaborate with the AFG team to deliver on client goals and requirements."

Carol's strengths come from her commercial background and focus on the profitability and sustainability of the client's business. She likes to work with clear processes and systems. Watching a not for profit deliver on their goals and do the good in the community is what gets her out of bed in the morning.

"The finance department is crucial in communicating the message of the not for profit. It is great to see the Board, donor, or Government Department 'get it' after spending hours working on a budget, commentary or presentation."