

Governance Training for Board Members



For current Board Members, anyone new to a Board, or even if you are thinking about becoming a Board member. This training will help you fulfil your responsibilities and support the Organisation you are committing your time to. Participants can register for one, two or three workshops.

Session One

Thursday 9 November 2017
6:00 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

Thursday 16 November 2017
6:00 pm to 8:30 pm
Facilitated by Kirsten Forrester

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.

Session Three

Thursday 23 November 2017
6:00 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.

WHERE

Canterbury City Community Centre
130 Railway Parade, Lakemba

COST

Free and a light meal is included

Bookings Essential - Complete the Registration Form and return to STARS

This Project has been funded by Campsie RSL Club Ltd under the Club Grants Program

Enquiries call **STARS** on **9750 9344** or **starstraining@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 a regular Calendar of Learning and Development opportunities and can customise training and short courses to suit specific Organisational needs. STARS is supported by funding from the Australian and NSW Governments under the CHSP/CCSP and by Canterbury Bankstown Council under the Stronger Communities Fund.

Enquiries about STARS can be made to 9750 9344 or email to Deb Helmrich starstraining@4cs.org.au

The Facilitators

Grace Leotta, Affirm Organisational Development and Training

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

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

Grace has a background in service management, community development, and family work primarily with people with disability and their families and carers. She also has experience in teaching at a tertiary level in community consultation, community management and social science.

Kirsten Forrester, Accounting for Good

Kirsten has 30 years' experience in finance and administration, including senior roles in the human services sector in NSW, with responsibility for finances, governance, property and human resources and she has implemented business systems and processes to meet organisational needs within tight financial constraints.

She has personal experience as a voluntary Board member and is passionate about non-profit organisations having a clear understanding of their finances to inform management and governance decisions. Kirsten has extensive skills in administration systems development, strategic planning, people management, financial and risk management and has managed a diverse range of projects, from technology implementations through to education, training and change management programs.

Accounting For Good provides outsourced financial management services to non-profit and social enterprise organisations, from transactional bookkeeping through to CFO level strategic support and advice. Kirsten has worked with Matrix on Board and Accounting For Good since 2000, and has filled many roles over the years, now CEO.

Training Methods

The training will be practical, experiential and interactive in nature and include information input. Participants will receive a booklet containing a list of resources on governance (sessions 1 and 3).

Questions and discussion are welcome.