

Volunteer & Board Leadership *Learning Event*

FEB 2
2019

**Are you a Not for Profit or on
a Volunteer Board of Directors?**

We have something for you!!

Our workshop provides you with a variety of sessions & networking opportunities addressing not-for-profit board fundamentals and trends.

Portage College

St. Paul, 5205 50 Ave

8:30am-4:00pm

\$25 per person

\$15 for students
(lunch included)

AGENDA:

8:30

Registration & Welcome

9:00

Keynote Beverly Lockett

10:45

Roles & Responsibilities
with Scott Vaughan **OR**
Meaningful Meetings with
Heather Nickel

12:15

Complimentary Lunch

12:45

Organizational Purpose &
Planning with Heather
Nickel **OR** Liability
& Risk Management
with Rob Hagg

2:30

Organizational Finances
and other Financial Re-
porting with Scott Vaughan
or Building a Strong Team
with Rob Hagg

To Register or for more information contact Town of St. Paul FCSS at
780-645-5311 or check out our website **www.stpaulfcss.ca**
Completed Registrations with payment can be mailed or dropped off to:
5002 51Ave St. Paul, AB T0A 3A0

Alberta

FCSS Family & Community
Support Services
Town of St. Paul



**PORTAGE
COLLEGE**

Volunteer & Board Leadership

Learning Event

Breakout Descriptions

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LEDF
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-1A- Roles and Responsibilities of the Board: Governance Basics

(Scott Vaughan)

Boards function most effectively when everyone on the board knows what their roles 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 board members who wish to better understand their role.

-1B- Meaningful Meetings: Art of Time Well Spent. (Heather Nickel)

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.

-2A- Organizational Purpose & Planning

(Heather Nickel)

As a non-profit leader, you may realize that strategic planning is more important than ever, but it is not always easy to begin the process. Through interactive exercises and resources in this session, you will learn how strategic planning supports your organization in advancing its purpose and experience how to develop a basic strategic plan, from the earliest planning stages all the way through to ensuring the outcomes can take root throughout your organization. You will leave this session with actionable tips, resources, and confidence to return to your organization and apply proven-by-practice methods and new insights and ideas from current strategic thinking approaches.

-2B- Liability & Risk Management for Boards

(Rob Hagg)

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.

-3A- What Board Members Should Know & Ask, About Organizational Finances & Financial Reporting (Scott Vaughan)

When it comes to fulfilling board governance duties, the realm of finances and financial statements can seem like a foreign language. The purpose of this session is to distill essential topics and provide attendees with the confidence to contribute to discussions in their organizations. Financial literacy is the responsibility of every board member and cannot be delegated. Learn how boards must meet their obligations and help the organizations they serve.

-3B- Building a Strong Team: Managing conflict, clarifying expectations & harnessing your strengths to work better together

(Rob Hagg)

Building a collaborative team environment is critical for organizational success. Individuals, each with their own views, style and strengths, make up our boards. Learn how to harness the talents everyone brings to the table, understand structures you can put in place to help your team clarify each person's expectations, and learn strategies to help manage internal conflict when it arises.