

## Effective Boards: Best Practices, Governance and Administration

NTPT6202

### Course Outline

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**Description:** This rigorous two-day course is designed to provide an introduction to current theory and best practices relating to non-profit boards of directors. We will learn the roles of the board and individual directors and why governance is important to non-profit organizations through discussions and in-class exercises in which students will put the lessons into practice.

#### Course Goals:

- Provide insight into how to do governance
- Interact with members of the not-for-profit sector
- Learn and have some fun

**Course Objectives:** At the completion of this course, the student will be able to:

- Understand what the Board of Directors of a not-for-profit organization does and why they exist.
- Understand the responsibilities involved with being a director of a not-for-profit organization.
- Develop the skills that are necessary to be an effective director of a Board of Directors

#### Attendance Requirements:

Students are required to attend 100% of class time in order to receive a completion for this course. A grade report can be printed from myWCS.

#### Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct:

<http://www.uwo.ca/univsec/board/code.pdf>

#### Course Schedule:

##### Day 1:

9:00 – 9:30

- Introduction – let's get to know each other
- Outline of the two days
- What do you hope to get out of the sessions?
- Any interesting board related stories to share?

9:30 – 10:30

- What is a “board of directors”?
  - What does a not-for-profit board do? What is it responsible for?

10:30 – 10:45

- Break

10:45 – 12:00

- “Doing governance” as a not-for-profit board member.
  - Eight responsibilities of a director

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12:00 – 1:00

- Lunch

1:00 – 2:15

- Board self-assessment
  - Why they should be done and how to do them

2:30-2:45

- Break

2:45-3:45

- In-class group “Three Wishes” exercise
- Exercise debrief

3:45-4:00

- Outline for next class

## **Day 2:**

9:00 – 10:30

- Check in
- Board diversity
  - Who should be on your board?
  - Skills assessment exercise

10:30 – 10:45

- Break

10:45 – 11:30

- Board operations

11:30 – 1:00

- Lunch

1:00 – 2:45

- Case discussion –Aurora Cultural Centre
- Putting theory to practice

2:45 – 3:00

- Break

3:00 – 4:00

- Review of the two days
  - Key points and essentials
  - What will you take away from this course?
- Goodbye, good luck and thanks!

## **Evaluation Method:**

As part of the course/instructor evaluation, a survey will be sent to you electronically by Continuing Studies. You will be asked the following questions. Please consider these throughout the course.

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1. How would you rate your overall experience?
2. Please indicate your agreement with the following statements:
  - a. The course content was relevant and valuable.
  - b. The instructor conducted class sessions in an organized, well-planned manner.
  - c. The instructor explained concepts clearly.
  - d. The instructor displayed enthusiasm and energy in conducting class sessions.
  - e. The instructor made me feel comfortable in the learning environment.
  - f. The instructor encouraged my participation and interaction.