

## Effective Boards: Best Practices, Governance and Administration NTPT6202

### Course Outline – Online

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#### Description:

This rigorous 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.

The course will be a mix of recorded lectures that you may view at your pace, on your schedule, and live, online exercises to reinforce the learning from the lectures in a practical format.

#### 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:

- Define what the Board of Directors of a not-for-profit organization does and why they exist.
- State 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

#### Required Materials: TBD

**Evaluation:** This is a graded course where a complete or incomplete will be issued. In order to receive a completion for this course, a student must:

- Attend all Zoom sessions as indicated in the Course Schedule (next page)
- Review recorded lectures
- Complete the assignment
  - After viewing all the lectures and completing all the exercises students are asked to complete a 250-500 word reflection paper outlining how (if at all) their perspective on non-profit boards and/or governance has changed. Topics could include: “What do I know now that I didn’t know before?” “I completely agree/disagree with what the professor said because . . .” or “Trevor is the best/worst governance professor because...”
  - Reflection Paper

#### Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on “Scholastic Offences” in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University’s code of conduct.

## **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>

## **Plagiarism:**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com ( <http://www.turnitin.com>).

## **How often will the instructor communicate with me?**

We will meet virtually (over Zoom) once a week, every week. During these classes we will discuss the concepts as we put them into practice. Students are encouraged to contact me via email with any questions or comments or whatever.

## **Policy on Late Assignments:**

The Reflection Paper is due one week after our last class. Papers will not be accepted after this due date and students who fail to submit their paper will be given a grade of zero and thus not get credit for the course.

## **When will I receive my grades?**

Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

## **Western Digital Badge**

If you have met the course requirements for this Western approved [micro-credential](#), you will receive an email from [MyCreds](#) to claim your digital badge. Badges are embedded with data that verifies your skills and achievements. Share them with your employer, on LinkedIn and other social media sites.

## **How do I hand in assignments?**

All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor and arranging an alternate method of delivery (e.g. e-mail attachment) for the assignment.

## **Course Schedule:**

Dates	Topics
Week 1	Lecture 1: What is a Board?
Week 2	Lecture 2: Doing Governance.
Week 3	Lecture 3: Who Should be a Director? Lecture 4: Board Operations
Week 4	Lecture 5: Board Assessments