Effective Boards: Best Practices, Governance and Administration
NTPT6202

Course Outline (online)

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:
- 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

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 three Zoom sessions as indicated in the Course Schedule (next page)
- Review recorded lectures

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:

Live Sessions – To be held over Zoom: The links to the live sessions will be accessible on the “Zoom” tab of the course OWL site.

Session 1 – Course and class introductions. Let’s take some time to discuss what the course will cover, look like and meet each other.

Session 2 – Live exercise – Three wishes. I don’t want to spoil the surprise, but this exercise is designed to highlight one of the critical concerns within non-profit governance.

I will start the session and introduce the exercise then I will put you into virtual Zoom break-out rooms to do the

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exercise for 20-30 minutes. We will then reconvene in the full Zoom meeting for a debrief.

Session 3 – Live case discussion – Aurora Cultural Centre. Let's tie it all together and put what we have learned into action. What's going on with the Board and what will you, Joanna, do about it? Theory into practice to reinforce the learning.

Please read the case yourself prior to class and come prepared to discuss it in small groups and then in the full class. I will introduce the case and then move you into virtual Zoom break-out rooms where you will discuss the case and come up with recommendations and support for those recommendations based upon your understanding of the concepts from our class and facts from the case. We will then reconvene in the full Zoom meeting to discuss your groups' recommendations.

Recorded Lectures – While you can watch, (and re-watch, and re-watch, and…) the lectures whenever, wherever and as many times as you like, I would recommend the following schedule:

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

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.

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.

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