

Board Governance Training

Volunteer Manitoba's Board Governance training is designed specifically for non-profit board members, managers and staff who want to contribute to improving the governance of their organization.

Below is our list of Board Governance workshops that we can deliver directly to your group or organization.

Roles & Responsibilities of a Non-Profit Board – 3 hrs

Non-profit organizations continue to be held to high standards by clients, the community, government, and other stakeholders. This 3-hour workshop will share best practices to strengthen your board's governance. You will learn about the responsibilities and legal duties of non-profit boards, legal liability and risk management best practices.

Financial Responsibilities of a Non-Profit Board – 3 hrs

One of the main responsibilities of board members is to maintain financial accountability of their organization. Board members act as trustees of the organization's assets and must exercise due diligence to ensure that the organization is well-managed and its financial situation remains sound.

This workshop will help you gain a better understanding of your financial responsibilities as a board member to mitigate risk to you and the organization and ensure the financial health of the organization. You will learn basic skills in financial management including understanding budgets, interpreting financial statements and writing financial policies.

"I have a much better idea of what financial information to review as a Board member and found working through the examples of different statements really helpful."

~ Workshop Participant

Board Succession Planning – 3 hrs

Board succession planning is essential to good governance as it sets the stage for board engagement, performance and effective leadership. This workshop is designed to provide tips and strategies to prepare for board members leaving the board and have a plan to replace them with the necessary skills to minimize risk and the transition period.

Please contact our Training Coordinator, Tracy Douglass, for more information:
training@volunteermanitoba.ca
204-477-5180 or 1-888-922-4545

Meeting Management and Minute Taking for Boards – 3 hrs

A well planned board meeting helps ensure effective board minutes are captured. Board meetings and minutes are a tangible record of the meeting for the board of directors and a source of information for those who were not able to attend. If the Board Chair and the Secretary work together to ensure that the agenda and meeting are well thought out, then capturing the minutes becomes a lot easier.

This workshop is designed to help board members work as a team to improve the quality of its meetings and ensure what transpired within the meeting is recorded in an appropriate format and level of detail.

Strategic Planning for Non-Profit Boards – 3 hrs

Through strategic planning organizations can improve communication and teamwork; better align activities and resources; develop clear strategies and action plans; and develop deeper understanding and commitment to the organization. Learn how to complete each stage of the strategic planning cycle, including setting mission, vision, goals, objectives, and action steps, plus learn techniques to garner support for the plan.

Writing Board Policies – 2.5 hrs

Non-profit boards lead an organization to achieve its mission and vision. Board policies provide the direction and guide future decisions. Writing good policies is critical so everyone understands their intention.

In this workshop you will learn the following:

- The difference between policies and procedures and the meaning of commonly used terms
- What should be done before you start to write a policy
- Policy writing strategies to ensure they are easily understood by everyone
- What policies non-profit boards should have

The materials will include samples of common board policies and policy templates.

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