



Tūao Te Matau-a-Māui
Volunteering Hawke's Bay

Getting Your Board Onboard: A Practical Guide to Governance

This workshop is designed to share models and ideas of what best practice non-profit Governance looks like. If you want your organisation to work at its' full potential, you need a strong board/committee that truly understands their roles and responsibilities. However, getting everyone on the same page can sometimes be a difficult task, especially if there is a mix of new and long-standing trustees. It's also vitally important to ensure there is great communication and clear understanding of the split of roles and responsibilities.

The workshop offers a great opportunity for Boards to evaluate themselves against effective Governance practices and celebrate where they are doing things well and create an action plan to focus on for building the strength of their governance function moving forward.

During the session we work with the board/committee and managers (if applicable) to clearly explore and identify:

- **Common model of non-profit governance:** What model does your Board currently use? Is this still the right model for your organisation? If not, how can you shift from where you are to where you want to be?
- **Board Roles and Responsibilities** - What does this look like in a real sense for the model that you use? Who does what? What happens when the lines get blurred?
- **Best Practice Governance** - What makes a good Board, great? What are the practices that ensure Boards are working at their highest level? How does your Board measure up?
- **Expectations for Trustees**- What can be reasonably expected from individual trustees? What behaviours should trustees demonstrate on a consistent basis? How will you ensure new trustees understand what is expected? How will you ensure trustee performance is reviewed on a regular basis?
- **Succession Planning** - How do you actively plan for succession within your Board? What is stopping people from moving on? What is stopping people from stepping up? What do you need to have in place before anyone leaves?
- **Brief Overview of Strategic Planning** - What is the difference between a Strategic Plan and an Operational Plan? What are the elements of a Strategic Plan?

What others have said:

"It was good to have time to think and reflect on what we are doing outside of a Board meeting. Great process. There are some solid actions to take away and work on together."

"I enjoyed being able to reflect as a Board and define the process. We identified gaps that will require some work, but in the end will raise the level of the Board."

“Cannot think of any part of the session that wasn’t interesting. This was well done. I have been to a lot of such trainings, and this has been by far the best and most enjoyable time whilst learning.”

Workshop Frequently Asked Questions

What are the logistics?

This is a 1-day workshop, starting at 9:30am, finishing at 4:00pm. Run on a Saturday to make it easier for participants to attend.

What is the cost?

The workshop is usually \$950 (including GST) per organisation. We can offer a special rate of **\$600 (including GST) per organisation** for members of Volunteer Hawkes Bay and any other partner organisations.

Who can come along?

This is a multi-organisation workshop, facilitated to share ideas, both from the front of the room and between organisations. It facilitates connections and building relationships across governing groups for different organisations and at no time will any group be asked to divulge confidential information.

To participate in the workshop, we ask organisations to ensure that **at least 80%** of their trustees can attend and their GM/CE/Operations Manager/the person responsible for the day-to-day running of their organisation. This ensures that the discussions and learnings from the day involve the majority of the governing group and the person responsible for day-to-day operations.