



**AUSTRALIAN INSTITUTE
of COMPANY DIRECTORS**

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Leadership Great South Coast in association with the Australian Institute of Company Directors

Governance Foundations for Not for Profit Directors

PROGRAM INFORMATION

Thanks for your interest in the Governance Foundations for Not for Profit Directors course.
Course details include:

DATES

Thursday 16 June 2016 9.00am start – 4.30pm Register any time from 8.40am onwards

Friday 17 June 2016 9.00am - 12.30pm

VENUE

Port Fairy Community Services Centre: Corner of Campbell and Atkinson Streets Port Fairy VIC 3284

Parking – All day parking is available on Campbell Street

INVESTMENT

\$950 per person inc GST

Please visit <https://www.trybooking.com/LACJ> to book and pay for your place.

Payment of your fee is deemed as acceptance into the course.

The course fee is transferrable but not refundable. Please notify LGSC if you need to transfer your booking to someone else. All transfers must be advised in writing to

info@leadershipgreatsouthcoast.org.au

COURSE CURRICULUM

The full course curriculum is detailed on the following pages.

DRESS CODE FOR THE TRAINING

Smart casual

CATERING

A light lunch will be provided on the first day as well as morning and afternoon teas.

Morning tea will be provided on the second day.

Please advise LGSC of any dietary requirements at the time of booking by filling in the appropriate section in Trybooking



Governance Foundations for Not-for-Profit Directors

Establishing director knowledge

Content outline

Duties and Responsibilities of the Not-for-Profit Director

This course covers:

Introduction:

- Defining the Not-for-Profit Director
- Your role as an Not-for-Profit Director
- Importance of fulfilling the vision, mission and values of the organisation for which you are a director
- Process for induction of new directors

Duties and responsibilities:

- Duties and responsibilities of Not-for-Profit directors (fiduciary duty)
- Overview of the regulatory framework (includes ACNC)
- Reporting and disclosure requirements for Not-for-Profit organisations
- Conflicts of interest
- Volunteers and the blurring of director and other volunteer roles
- Identifying appropriate insurance

Governance structures:

- What do they look like, understanding and managing relationships
- Good practice models

Strategy and Risk for the Not-for-Profit Director

This course covers:

- Determine the vision, mission and values of the organisation
- Overview of the director's role in formulating and overseeing strategy
- Outlines the director's role in risk oversight, monitoring and management
- Establishes the link between strategy and risk management, risk culture and effective leadership
- Identifies stakeholders and stakeholder management strategies
- Analysis of board issues relating to fundraising and sponsorship
- Creates awareness of personal risk appetite and how this affects board decisions



Governance Foundations for Not-for-Profit Directors

Establishing director knowledge

Finance for the Not-for-Profit Director

This course covers:

- Overview of the directors role in signing off accounts and evaluating financial solvency
- Commonly used accounting terminology
- Overview of the financial statements:
 - Balance sheet
 - Income statement
 - Cash flow statement
 - Net cash flow
 - Statement of changes in equity (or statement of recognised income and expense)
- What does each of the statements tell us?
- How do the financial statements link in order to create the financial story of the organisation?
- Reports required by funders, government agencies and regulators
- Directors declaration

FACILITATOR Lindsay Holmes GAICD

Lindsay Holmes is an experienced trainer and facilitator with over 35 years' experience as a founding director and chairman of many not-for-profit and commercial boards and has been twice elected member to local government.

Lindsay established Meeting Success in 1994 following 17 years in state and commonwealth government departments in which he held senior positions. Meeting Success provides strategic planning, governance, project management, facilitation and stakeholder engagement services to a diverse range of community sector and government organisations at local and national levels.

Lindsay recently established a cloud-based online professional learning journal and tool for assessment and 360-degree performance feedback against industry standards. This 'Class Teaching Professional Learning eJournal' won iAwards in the 'Education' and the 'Applications, Tools and Platforms' categories at the 2015 SA iAwards and was dual finalist at the national iAwards. A corporate use version will be released in early 2016.