Board Development Services

Option 1 - Community Development Officer Individual Board and Organization Support

Option 2 - Alberta Culture & Tourism Volunteer Board Development Program

Option 3 - FuseSocial workshops and speakers series

There are several opportunities for **board development** in Wood Buffalo that can assist your board in learning and growing together. Impact:

Take the following quiz on the next page. Answer **yes or no** to the following questions to see if your board could benefit from professional development.

Is your board:

YES___ NO___ Spending too much time discussing trivial matters and never dealing with important issues?

YES___ NO___ Frequently arguing and in conflict?

YES___ NO___ Have a strategic plan?

YES___ NO___ Making decisions based on the strategic plan?

YES___ NO___ Able to set priorities for the organization and stick to them?

YES___ NO___ Aware of the internal and external issues facing the organization?

YES___ NO___ Made up of a diverse group of directors?

YES___ NO___ Clear on roles and responsibilities including strategic, fiduciary and generative?

YES___ NO___ Regularly seeking out information and feedback about your performance?

YES___ NO___ Seeking ways to improve performance?

YES___ NO___ Consistently communicating with one another?

YES___ NO___ Working to have an excellent relationship with the Executive Director?

If you answered NO to any of these questions you may benefit from the board development opportunities listed below.

Each option meets a different need depending on how the board functions.

Board Option 1 - Community Development Officer

Individual Board and Organization Support and Organization Support

This option would be best for organizations and boards that have specific skills they want to learn. The following is a list of topics that can be accessed through the Community Development Officer.

Contact: Karen Doyle Karen.doyle@gov.ab.ca

**Alberta Culture, Creative and Community Development Division
Community Engagement and Inclusion –
Community Development Unit
Services**

- **Community Collaboration & Partnerships**
- **Fundraising and Fund Development**
- **Team Building**
- **Board Development**
- **Leadership Development**
- **Building on Capacities**
- **Program Evaluations**
- **Volunteerism**
- **Public Participation**
- **Working with Conflict**
- **Event Planning**
- **Coping with Change**
- **Retreats**
- **Facilitation and Facilitator Training**
- **Strategic Planning**
- **Referrals**

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Option 2 Volunteer Board Development Program

This program is best suited for boards that want to learn good governance.

Board Development Topics

Clarification Process

1) Why Does Our Organization Exist?
2) Types of Boards
3) Role and Responsibilities of a Governing Board
4) Functions of a Governing Board
5) Principles of Governance
6) Checklist for Liability
7) Birth of an Organization
8) Performance Expectations (Code of Conduct)
9) Board Member – Job Description
10) Role Clarity

Policy Development

11) Policies
12) Procedures
13) Sections of a Policy Manual
14) Framework Policies
15) How are our foundations?
16) Board Self-Governance Policies

Board Structures

17) Organizing the Board
18) Comparative Board Structures

Committees

19) Directing the Board's Work
20) Board Committees
21) Committee Terms of Reference
22) Types of Committees
23) Committee Authority and Reporting

Recruitment– Board, Members, Volunteers

24) Volunteer – Targeting, Recruiting, Retaining, Recognizing

Meeting Management

25) Leadership
26) Role of the Chairperson
27) Agenda Checklist

Relationship Building

28) Fellow Board Members
29) Organization Staff

Team Building

30) In this topic area we'll discuss the dynamics of a group and the difficulties that may be encountered when a number of people are involved in a long-term undertaking that holds a high level of personal importance for each of them.

Option 3: Open Workshop – Board Development Program

A Board Development Program Open Workshop is designed for the board members of non-profit and voluntary organizations, and it typically runs on a Saturday from 8:30 am to 4:30 pm. Board members from a variety of organizations are encouraged to register.

The Open Workshop covers issues that concern all boards of incorporated non-profit societies including:

- identifying ethical and legal responsibilities of boards and board members
- understanding roles and responsibilities within your organization
- formulating responsive policies
- developing and making the best use of working committees
- supporting strong board and senior staff relationships or ensuring that the work of the organization gets done if there is no senior staff
- recruiting, orienting, training and evaluation of board members

Since the Open Workshops are **designed for board members**, it is most helpful to try and reach these members directly when advertising the workshop. You may want to contact the Executive Director of the organization since this is often the staff member that has the most contact with the board. **Executive Directors themselves are also encouraged to attend**, particularly if they are able to attend with a board member.

Open workshops work best with an attendance of between **10 and 25 participants**. We encourage sponsors to limit attendance from a single group to three to four participants to prevent one group dominating the discussion. If a single group wants to register more than this number of participants, we would be happy to speak with them and book a Fundamentals Workshop for their organization.

Sponsoring groups are encouraged to charge a nominal fee for the workshop to offset the costs of lunch and registration. Since the Board Development Program's services are free of charge, we ask that if there is a charge for the workshop, it be clearly indicated that the charge is for these items.

If you have any questions or concerns, feel free to contact the program staff at 780-427-2001. Outside of Edmonton call toll free 310-0000, then 780-427-2001. You can send them an e-mail at **BDP@gov.ab.ca**   Visit their website **www.albertabdp.ca** for printed resources and other information.

We promote these options to local boards and they choose the option best suited to them. We promote the opportunity for local people to become volunteer facilitators for the Alberta Culture and Tourism Board Development Program We offer consulting services to boards and map out a plan, based on these services that would meet their needs.